

5890dn



User Manual

 **SAGEM**

WELCOME

You have just acquired a new-generation communications terminal from SAGEM and we congratulate you on your choice. This multi-function terminal is capable of faxing, printing and scanning; it can also be used for communication on the Internet. Your terminal will meet all your professional requirements.

We highly recommend that you take the time to read this manual so that you can get the most out of the many features of your terminal.

For your comfort and your safety, we ask you to carefully read the paragraph **Safety warning**, on page 7-1 in the **Safety** chapter.

This user manual is applicable to the following model:

Model	Equipment
5890dn / 5890bdn ¹	<ul style="list-style-type: none">• Duplex unit scanner colour• 33.6 kbps fax modem (for colour and black&white fax) and 56 kbps data modem• Laser printer black&white 35 ppm network laser printer• Emission / reception of SMS• Duplex black&white and colour copier• 10/100 Base T LAN• Network PC kit• USB key reader

It combines power, user-friendliness and simplicity thanks to its colour screen, its navigator, its multitask access and its direct access directory.

Through its Internet access, your terminal allows you to:

- send and receive faxes to E-mails thanks to the F@x to E-mail function,
- send and receive E-mails,
- send SMS's.

You can also print using the PCL[®] 6 and KPD/L/ SGScript 3 (emulation of the level 3 Postscript[®] language) formats, both in black&white.

List of accessories¹

The following additional accessories are proposed for the Fax Laser Pro range:

- Directory card.
- 500-page paper tray.
- Companion Suite Pro LH PC kit.

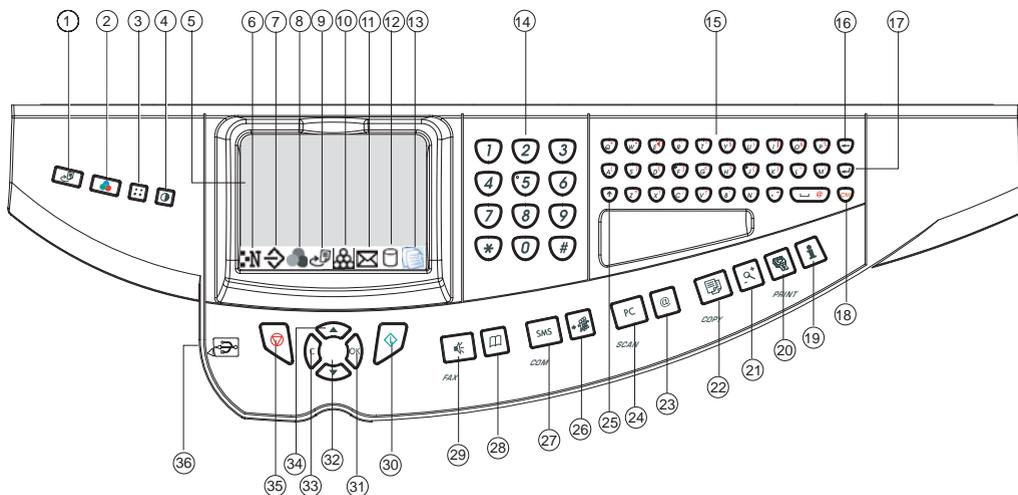
Consumables

To refer to the last page of this user manual for to know the characteristics of the consumable.

1. This user manual relates to the 5890bdn model that integrates the double line PCB The functions associated with the double line PCB are described in the user manual "**Double line option**" delivered with the equipment.
2. The list of accessories is subject to change without prior notice.

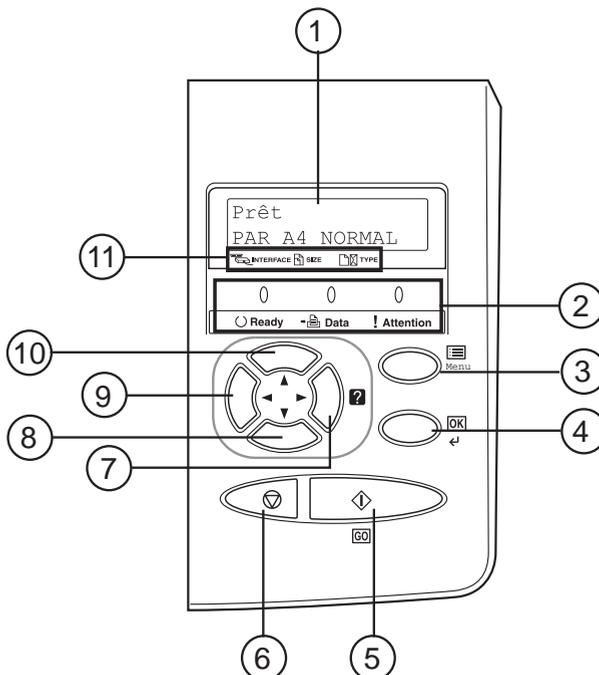
SCANNER CONTROL PANEL

1.  key: duplex (double-sided) scan/copy.
2.  key: selection of colour mode.
3.  key: scan resolution.
4.  key: contrast setting.
5. Graphical colour screen.
6. Scan resolution indicator.
7. "Line" icon:
*On: communication in progress.
*Flashing : communication setting up.
8. Colour mode icon:
*On: colour mode active.
*Off: colour mode not active.
9. Duplex printing indicator in copy mode:
*On: duplex mode activated.
*Out: duplex mode deactivated.
10. Toner remaining indicator:
On: end of toner,
Flashing: near the end of toner.
11. Message reception icon (SMS or attachment)
12. Memory occupation indicator
13. Indicator of documents to be printed
14. Digital keyboard.
15. Alphabetical keyboard.
16.  key: deletes the character to the left of the cursor.
17.  key: input or line feed.
18. **Ctrl** key: access to special characters.
19.  key: help with terminal use.
20.  key: photo printing.
21.  key: reduce or enlarge.
22.  key: black and white copy.
23.  key: scan to e-mail (sending of Internet fax).
24. **PC** key: scan to PC / scan to FTP / scan to disk.
25.  key: Shift.
26.  key: multiple contact sending (fax, e-mail or SMS).
27. **SMS** key: sending of an SMS (Short Message Service).
28.  key: access to directory and quick dial numbers.
29.  key: line manual connection, listen for tone during fax sending.
30.  key: send fax.
31. **OK** key: validates displayed selection.
32.  key: access to menu and browsing in menus downwards.
33. **C** key: return to previous menu and correction of text.
34.  key: browsing in menus upwards.
35.  key: stops current operation.
36. USB connector.



PRINTER CONTROL PANEL

1. The console's LCD screen.
2. Status of the indicators
3. **ATTENTION** Indicator:
On: A problem or error (e.g. a paper jam) has occurred.
Blinking: The printer requires maintenance or is warming up.
4. **READY** Indicator:
On: The printer is ready, or printing the received data.
Blinking: An error has occurred.
Off: Indicates that the printer is in standby mode.
Data will be received but will not be printed (see GO key).
5. **DATA** Indicator:
On: The data has been processed or stored on the memory card.
6. **MENU** Key: Used to access or exit the printer's menu.
7. **OK** Key: Confirms the numerical values and other selections.
8. **GO** Key: Used to switch the printer between Ready and Standby mode.
9. **CANCEL** Key: Used to cancel a print job.
10. **▶** Key: Used to navigate in the sub-menus, to adjust certain settings and to display help messages when certain errors occur.
11. **▼** Key: Used to navigate the menus and to decrease numerical values.
12. **◀** Key: Used to navigate in the sub-menus and to adjust certain settings.
13. **▲** Key: Used to navigate the menus and to increase numerical values.
14. **TYPE** Indicator: Shows the type of paper being used in the tray.
15. **SIZE** Indicator: Shows the paper size being used in the tray.
16. **INTERFACE** Indicator: Shows the interface being used (PAR, USB, RES or --).



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This unit has been designed in accordance with European harmonised standards, it is designed for connection to the Public Switched Telephone Network (PSTN). In case of any problems, first contact your Supplier.

The mark  attests that the products comply with the essential requirements of Directive R&TTE 1999/05/EC.

For user safety, in accordance with Directives 73/23/EEC. For electromagnetic interference, in accordance with Directive 89/336/EEC.

The manufacturer declares that the products are manufactured in accordance with ANNEX II of Directive R&TTE 1999/5/EC.

The declaration of compliance can be consulted on the site www.sagem.com category "support", or can be requested at the following address:

Sagem Communication - Customer relations department
4 rue du Petit Albi - 95800 Cergy Saint-Christophe - France

1 INSTALLATION

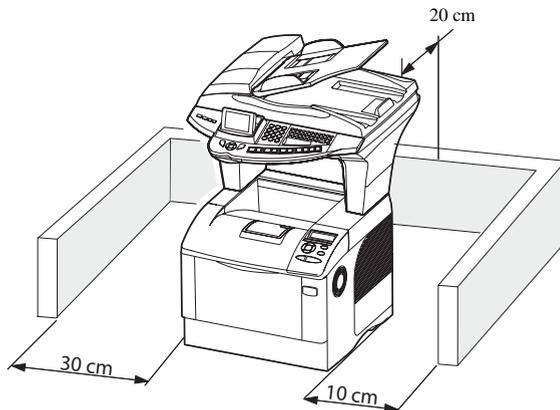


INSTALLING YOUR TERMINAL

INSTALLATION REQUIREMENTS

A proper location helps to ensure that your printer provides you with the long service life for which it is designed. Double-check to make sure that the location you select has the following characteristics:

- **Choose a location that is well ventilated.**
- Make sure you do not obstruct the ventilation grilles. If there is a wall nearby when you install the unit, make sure you install the terminal at the distances shown in the illustration below in order to make it easier to open the various covers.



- Make sure there is no chance of ammonia or other organic gasses being generated in the area.
- The grounded power outlet (refer to the safety instructions in the **Safety** section) you plan to connect to for power should be nearby and not obstructed.
- The network cables (printers and scanner) must not be connected to cables going outside the building.
- **Make sure that the printer is not exposed to direct sunlight.**
- Avoid areas in the direct airflow of air conditioners, heaters, or ventilators and areas subject to temperature and humidity extremes.
- Choose a sturdy, level surface where the printer will not be exposed to strong vibration.
- **Keep the printer away from any objects that might block its heat vents.**
- Do not locate the printer near curtains or other combustible objects.
- Choose an area where there is no possibility of the printer being splashed with water or other liquids.
- Make sure that the surrounding area is clean, dry, and free of dust.

Operational precautions

Note the following important precautions whenever using the printer:

Operating Environment

The following describes the operating environment required when using the printer:

- Temperature:
10°C to 32.5°C (50°F to 95°F) with fluctuation of 10°C (18°F) per hour.
- Humidity:
20% to 80% (no condensation) with fluctuation of 20% per hour.

Terminal

The following describes precautions for using the terminal.

- Never switch the power to the terminal off and never open the covers while the unit is printing.
- Never place flammable gasses, liquids or objects that generate magnetic forces near the terminal.
- When unplugging the power cord, always grasp the plug and never pull on the cord. A damaged cord creates the danger of fire or electrical shock.
- Never touch the power cord when your hands are wet. Doing so creates the danger of electrical shock.
- Always unplug the power cord before moving the terminal. Failure to do so can damage the power cord, creating the danger of fire or electrical shock.
- Always unplug the power cord if you do not plan to use the terminal for a long time.
- Never place any heavy objects on the power cord, pull on it or bend it. Doing so creates the danger of fire or electrical shock.
- Always make sure the terminal is not placed on the electrical cord or the communications cables of any other electrical equipment. Also make sure that cords and cables do not get into the terminal's mechanism. Any of these conditions create the danger of malfunction and fire.

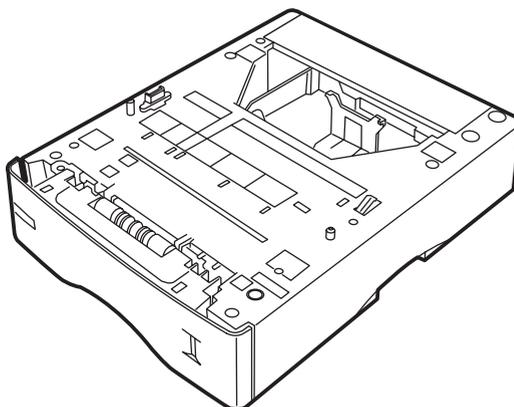
- Make sure that the power to the printer is switched off before connecting or disconnecting an interface lead to the printer (use a shielded interface lead).
- Never try to remove any secured panel or cover. The terminal contains high-voltage circuit which creates the danger of electrical shock when exposed.
- Never try to modify the terminal. Doing so creates the danger of fire or electrical shock.
- Always take care that paper clips, staples, or other small pieces of metal do not get into the terminal through its vents or other openings. Such objects create the danger of fire or electrical shock.
- Do not allow water or other liquids to spill on or near the terminal. Fire or electrical shock can occur should water or liquid come into contact with the terminal.
- Should liquid or any piece of metal accidentally get inside the printer, immediately turn it off, unplug the power cord, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- Whenever the terminal emits unusually high amounts of heat, smoke, an unusual odor, or noise, immediately turn it off, unplug it, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- Avoid using the terminal during an "electrical storm" as this may involve a risk of electric shock caused by the lightning.
- **Paper for printer: do not use paper previously printed by your terminal or any other printer: the ink or toner deposited on that paper might damage the printing system of your terminal.**

Caution - Be sure to locate the terminal in a well-ventilated location. A minimal amount of ozone is generated during normal operation of this terminal. Because of this, an unpleasant odor may result when the printer is used for extensive printing in a poorly ventilated area. For a comfortable, healthy, and safe operation, be sure to locate the terminal in a well-ventilated area.

UNPACKING THE COMPONENTS

UNPACKING THE ADDITIONAL PAPER TRAY (DEPENDENT ON OPTION)

- ☞ Take the additional tray out of its box.
- ☞ Remove the protective side sections in the box.
- ☞ Remove the plastic bag from the additional tray.



- ☞ To install the additional tray, please see the paragraph **Installation of the terminal**, on page 1-8.

UNPACKING THE SCANNER AND THE EQUIPPED INTERFACE

☞ Open the shipping box and take out the parts :

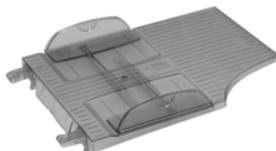
- the installation guide and the CD-Roms,



- the scanner,

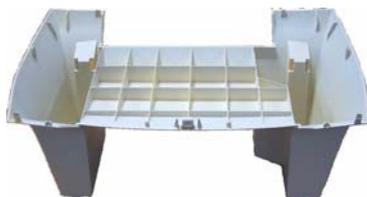


- the document feeder,



- the leads and cables:
 - telephone lead, mains lead, mains extension lead, Centronics cable.

- the equipped interface.



☞ Take the parts out of their protective packing.

☞ Remove the adhesive strips and film from the various parts.

UNPACKING THE PRINTER

☞ Open the shipping box and take out the parts:

- the black toner cartridge,



- the toner recovery box,



- protective shell for paper,



- the printer.



☞ Take the printer out of its protective packing.

☞ Remove the adhesive strips.

DESCRIPTION OF THE MULTIFUNCTION TERMINAL



INSTALLATION OF THE TERMINAL

Installation of the equipped interface

- ☞ Unclip the cable covers located on the top of the printer from the rear and remove without forcing.
Put the cable covers to one side for later.



- ☞ Place the paper protection shell at the rear of the printer.
- ☞ Optional equipment:
Place the additional paper tray under the printer, positioning it on its locating pins

You can install up to three additional paper trays.



- ☞ Position the interface on the rear of the printer.
Slide it into the slots provided on the printer until it clips into place.



- ☞ Position the scanner on the interface and check that it is properly clipped onto it.

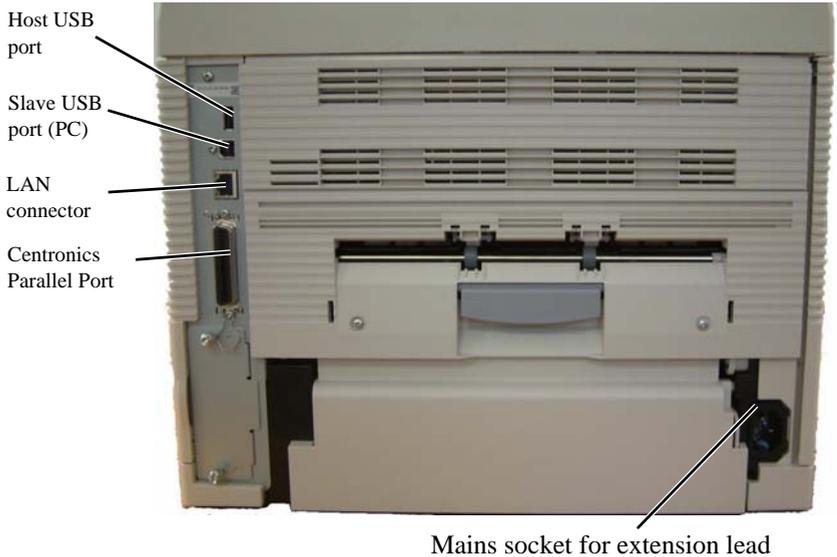
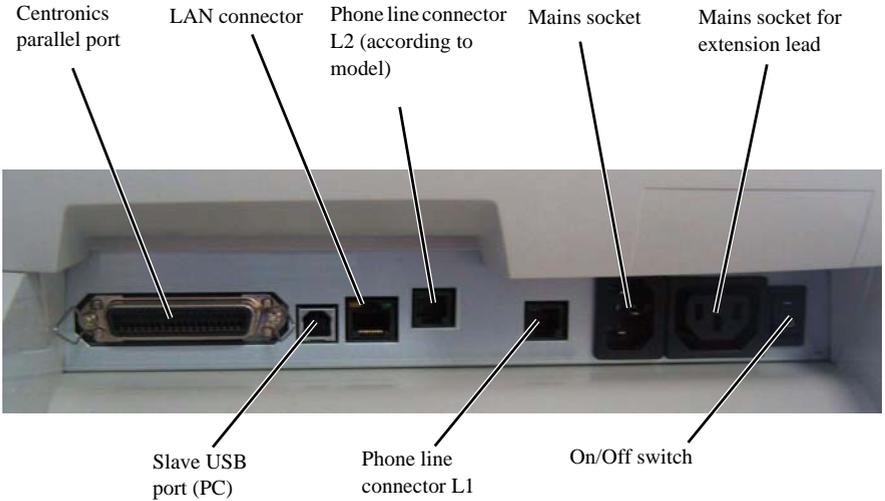


- ☞ Put the document feeder in place by pushing its two locking pins into the corresponding openings on the scanner.



Terminal connections

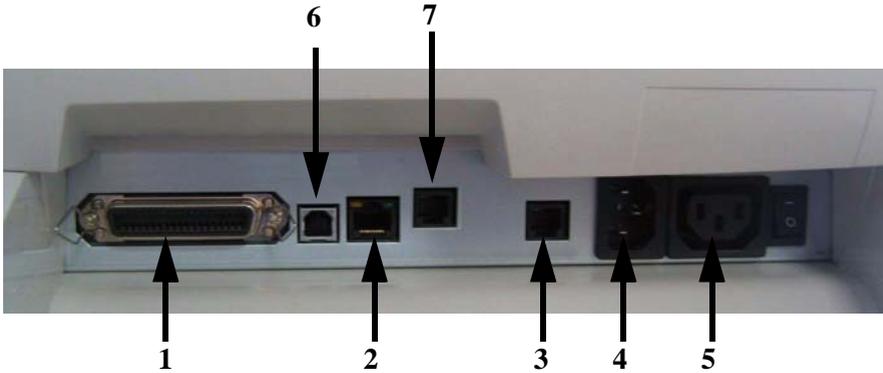
Looking at the back of the terminal, you will find the available connections as shown below.



CONNECTIONS

The leads and cables are connected separately to the scanner and the printer. We advise you start with connecting the leads and cables that arrive on the scanner unit.

Connecting the leads and cables to the scanner



- ☞ Make sure that the mains on/off switches of scanner and printer are set to "O".
- ☞ **1** - Connect the Centronics cable to the scanner, lock it with the two metal clips.
- ☞ **2** - Plug the LAN cable (not supplied) into the LAN network connector of the scanner.
- ☞ **3** - Plug the telephone cable into the telephone connector of the scanner.
- ☞ **4** - Connect the mains lead to the mains inlet of the scanner.
- ☞ **5** - Connect the 220/240V mains extension lead for the printer to the mains outlet of the scanner.
- ☞ **6** - Plug the USB cable (not supplied) into the slave USB connector, if applicable.
- ☞ **7** - Depending on the model, you can plug a second telephone cable into the other telephone connector of the scanner.

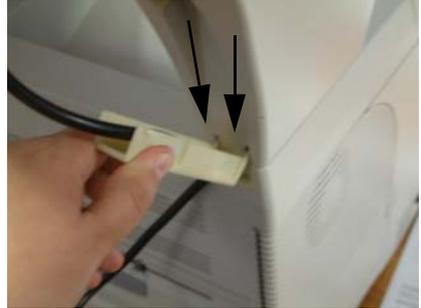
Connecting the leads and cables to the printer

- ☞ **1** - Connect the Centronics cable to the printer and lock it with the two metal clips.
- ☞ **2** - Plug the LAN cable (not supplied) into the LAN network connector of the printer
- ☞ **3** - Connect the mains extension lead to the mains socket of the printer.

Passing cables in the cable covers

As soon as the cables have been connected, they must be placed in the cable covers in accordance with the following rule: when viewed from the rear of the terminal, the mains leads and mains extension lead must pass on the right-hand side and the other cables on the left-hand side.

- ☞ Take a cable cover, pass the cables inside then insert the two lugs of the cable cover in the holes of the interface.



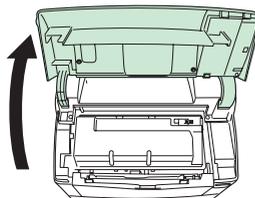
- ☞ Clip the top part of the cable cover to the interface.

Repeat the operation for the other side.

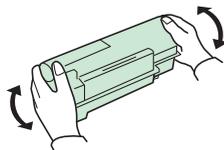


INSTALLATION OF CONSUMABLES

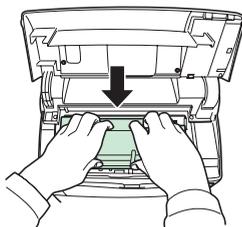
- ☞ Open the top cover.



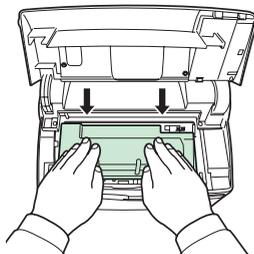
- ☞ Shake the cartridge from side to side at least 10 times in order to distribute the toner evenly inside the cartridge, as shown in the illustration.



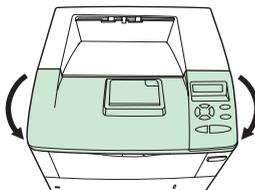
- ☞ Set the new toner container in the printer and push down on the top of the toner container to install it firmly in place as shown in the figure below.



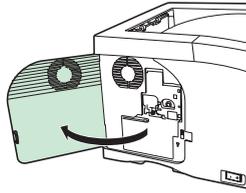
- ☞ Push the toner cartridge in until it clicks into position.



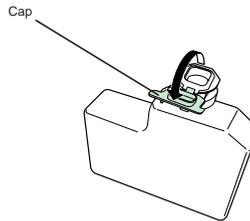
- ☞ Close the top cover.



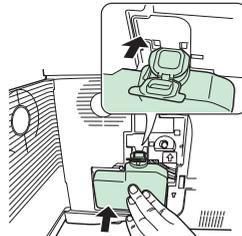
- ☞ Open the left hand side cover.



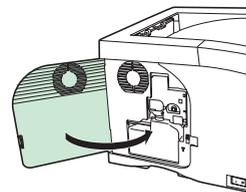
- ☞ Open the cap of the new waste toner box.



- ☞ Place the waste toner box in the receptacle inside the printer, as shown in the illustration, then push it downwards until it clicks into position.



- ☞ Make sure that the waste toner box is correctly inserted and close the left cover.



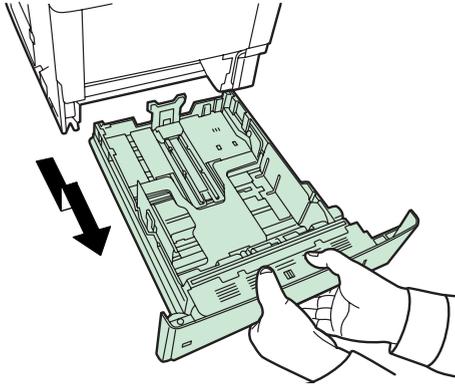
- ☞ Connect the printer (refer to the Connections section).

LOADING PAPER

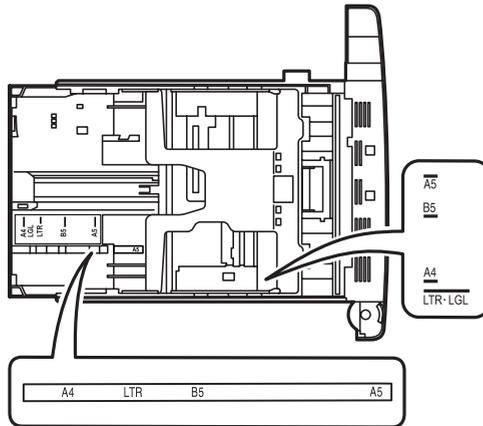
The following section describes the procedure for loading paper into the cassette and the multipurpose tray.

LOADING PAPER INTO THE CASSETTE

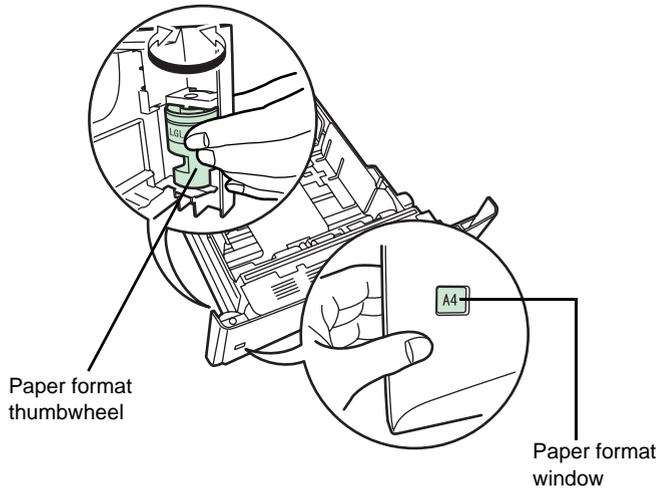
- ☞ Removing the cassette from the printer.



The standard paper formats are shown inside the cassette.

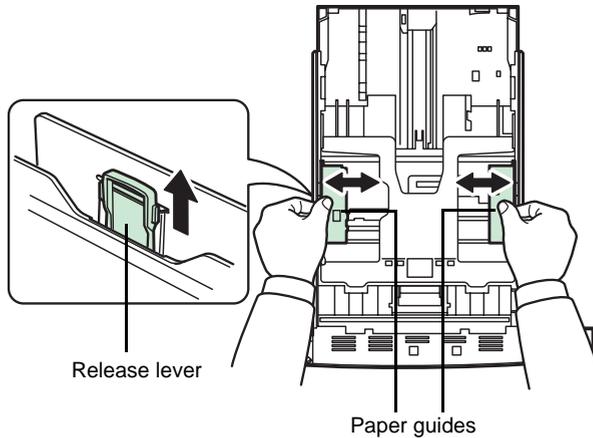


- ☞ Turn the paper format thumbwheel until the format you intend to use is shown in the corresponding window.

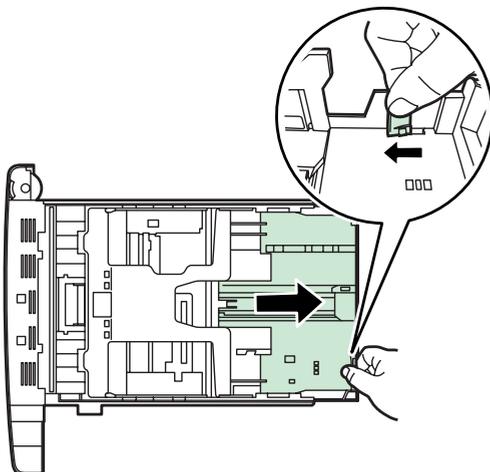


Note : When the paper format thumbwheel shows OTHER, the format must be configured from the printer control panel.

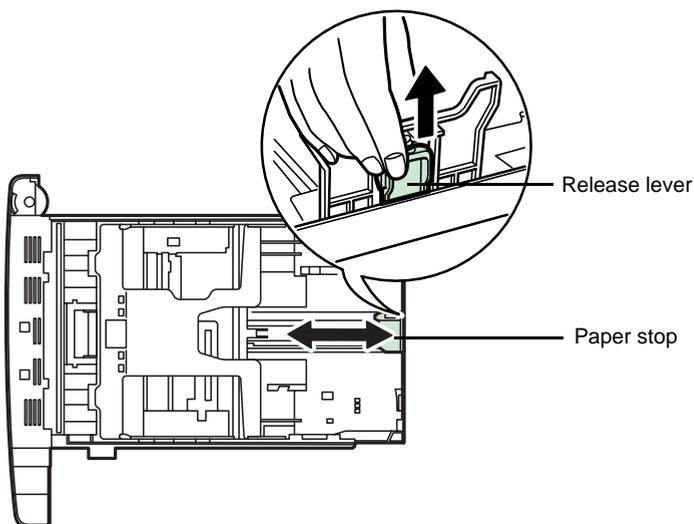
- ☞ Pull the release lever of the left guide and slide it to the desired paper format.



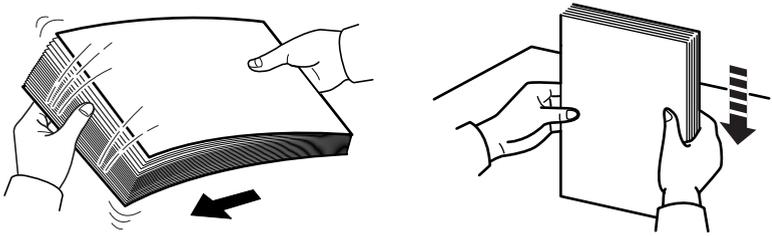
- ☞ If you intend using a paper format longer than A4, open the paper trays by pushing the release levers one by one and setting them according to the format of the paper selected.



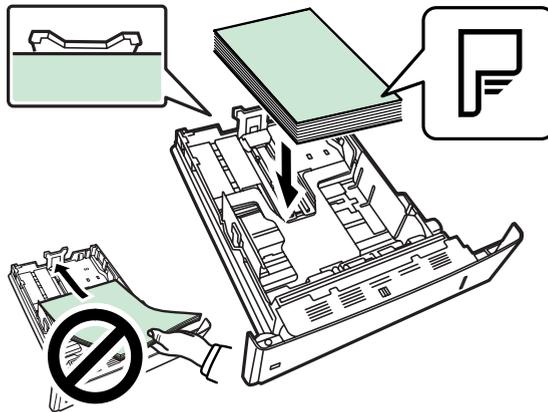
- ☞ Pull the release lever and slide the paper stop to the desired paper format. When using paper of a non-standard format, move the guides and the paper stop completely out of the way, insert the paper, then re-adjust the guides and the stop according to the paper format. They should be in contact with the paper, without compressing it.



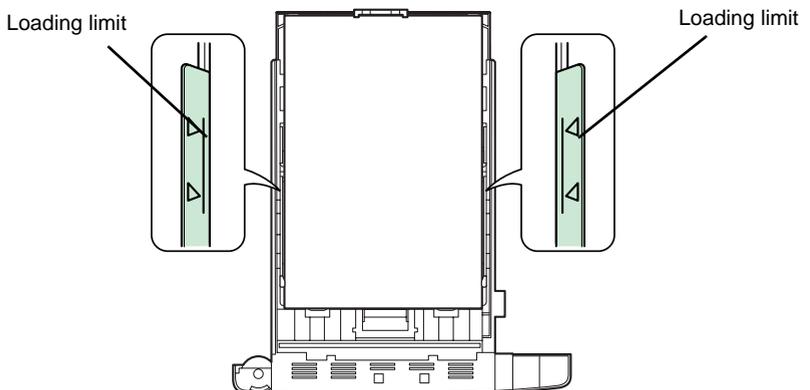
- ☞ Flex the paper stack, then align it on a flat surface to prevent paper jams or slanted printing.



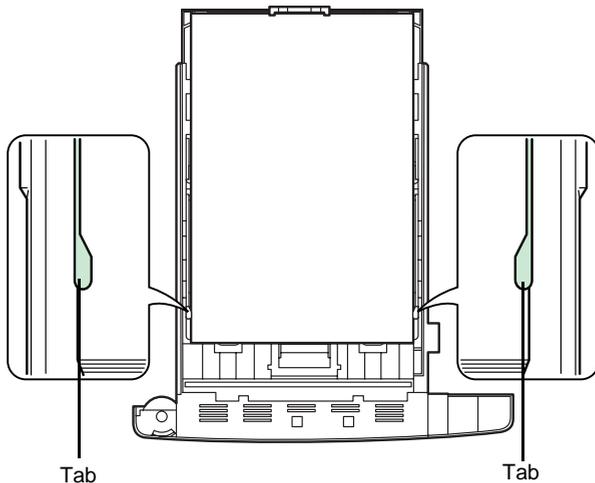
- ☞ Put the paper into the cassette. Make sure that the side to be printed is facing downwards and that the paper is not folded, curled or damaged.



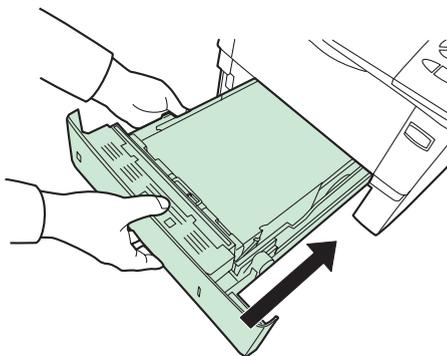
Note : Do not load paper above the maximum loading marks on the paper guides.



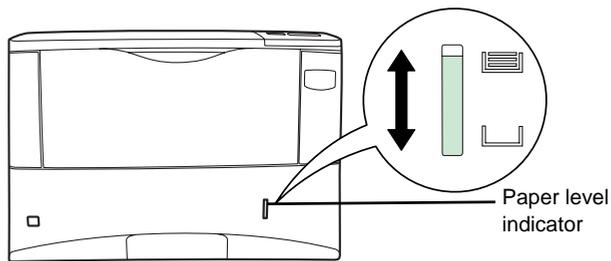
- ☞ Place the stack of paper under the tabs, as shown below.



- ☞ Put the paper tray back into the printer and push it completely home.



- ☞ The front face of the cassette is equipped with a paper level indicator that lets you know the amount of paper remaining. When there is no more paper, the indicator displays the level  (empty).



Types of paper accepted by the printer :

Printer paper tray	60 to 120 g/m ²
Manual insertion	60 to 220 g/m ²

Caution - Do not exceed the loading limits marked on the tray. The tray is designed for 500 x 80g/m² sheets.

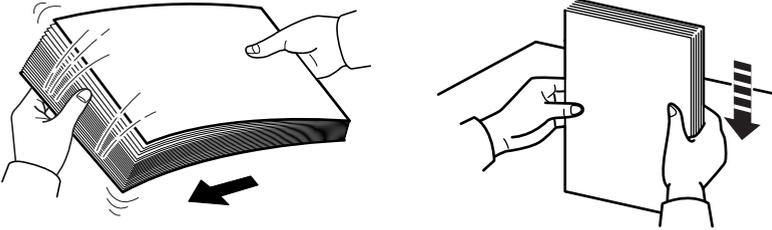
Caution - Do not add paper to the tray while the machine is printing.

If using special paper, such as 60 to 220 g/m² maximum colour paper or transparent film (laser printer compatible), you must use the multifunction tray, which can take up to 100 sheets (A4-80 g/m²).

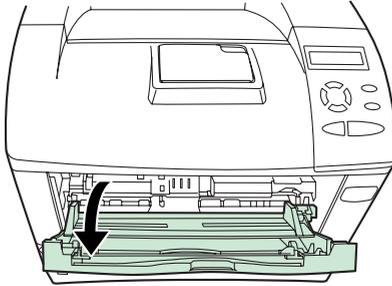
LOADING PAPER INTO THE MULTIFUNCTION TRAY

The multifunction tray can contain different paper formats up to a maximum of about 100 sheets.

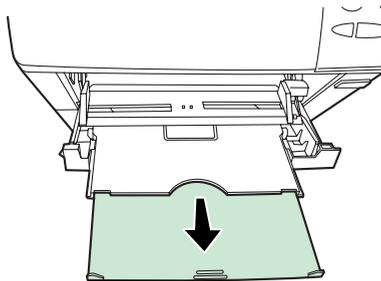
- ✎ Flex the stack of paper or transparent film, then align it on a flat surface to prevent paper jams or slanted printing.



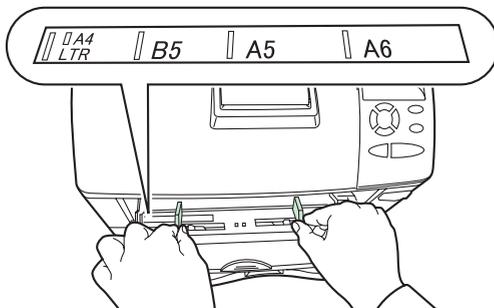
- ✎ Pull the multifunction tray until it clicks into place.



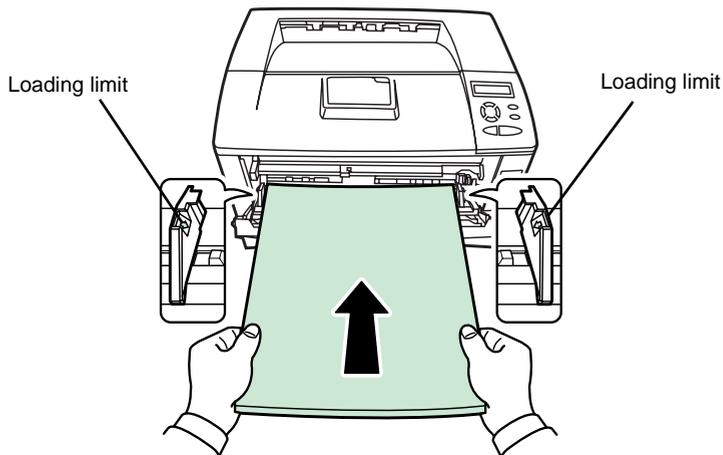
- ✎ Pull out the lower tray.



- ☞ Adjust the position of the paper guides in the multifunction tray. Standard paper formats are marked on the multifunction tray. For standard formats, slide the guides to the corresponding position.



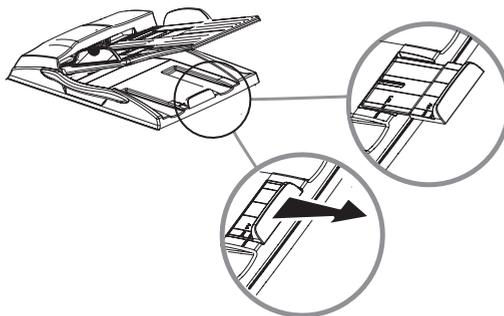
- ☞ Align the paper with the paper guides and push it in as far as it will go.



- Note** : Do not load paper above the maximum loading marks indicated inside the multifunction tray. If the paper is significantly curled in one direction, for example when the paper has already been printed on one side, try to bend the stack in the opposite direction to compensate for the curling. When they come out of the printer, the printed sheets will be flat.

ADJUSTING THE ORIGINAL DOCUMENT OUTPUT TRAY

- ☞ Depending on the format of the document to be scanned - A4 or LGAL (LEGAL) adjust the paper stop.



WALL CONNECTIONS

Caution - Make sure that the mains On/Off switch of the scanner is set to "O" (Off).

TELEPHONE AND LAN CONNECTIONS

- ☞ Connect the end of the telephone lead to the telephone wall socket (please see the paragraph **Terminal connections**, on page 1-10), for the connections to the scanner.
- ☞ Connect the end of the LAN cable (not supplied) to the local network connector that is allocated to your terminal (please see the paragraph **Terminal connections**, on page 1-10), for the connections to the scanner.

Note : The printer and the scanner have separate LAN connections. If you dispose of only one connection, you will need a concentrator or a switch.

POWER LINE CONNECTION AND SWITCH ON

Caution - Refer to safety procedures in the chapter **Safety**.

- ☞ Connect the end of the scanner mains lead of the terminal to the mains wall socket.
- ☞ First set the printer On/Off switch to "I" (**On**), then set the scanner On/Off switch to "I" (**On**). After a few seconds, when the printer has warmed up, the date and time will appear. To adjust the language and time of your terminal, please see the paragraph **Setting your machine**, on page 3-1.

CONFIGURING THE PRINTER DRIVER

If you install the additional paper tray or the front/back module when the printer driver is already installed, you will need to configure the printer driver on your PC.

- ☞ Click on the **START** button, select **CONTROL PANEL** and then click on **PRINTERS**.
- ☞ Right click on the **HFF** icon then choose "Properties".
- ☞ Click on the peripheral's **PROPERTIES** tab.
- ☞ Tick the boxes corresponding to the installed options.

2 GETTING STARTED

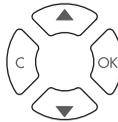


NAVIGATION METHODS

PRESENTATION

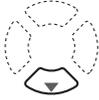
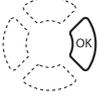
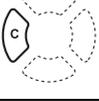
The navigator gives you access to the menus visible on screen.

The navigator



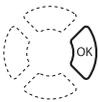
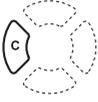
This navigator has 4 keys and allows you to move within the menus available on your machine.

Moving within the menus

To	Use key	Symbol used
OK the main menu or select the next line in a menu.		▼
OK the main menu or select the previous line in a menu.		▲
Confirm entry and go to the following menu.		OK
Return to the previous menu.		C
Confirm and exit from the current menu.		◊
Exit without confirming from the current menu.		◊

Moving within a data entry field

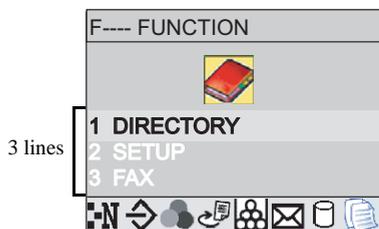
To	Use key	Symbol used
Move to the right. To move from a line to the next one while pressing the  key of the alphanumeric keyboard at the same time.		↓ ▼
Move to the left. To move from a line to the previous one while pressing the  key of the alphanumeric keyboard at the same time.		↑ ▲

To	Use key	Symbol used
Confirm your entry.		OK
Delete a character by moving the cursor to the left.		C
Confirm your entry and return to the initial screen.		

The display screen

The screen comprises 3 or 6 lines of 20 characters.

The currently selected line is highlighted in yellow.



For those menus that have more than three choices in the main menu or 6 choices in the sub-menus, use the ▼ navigator arrow to display the lines that follow the first ones.

ACCESS TO FUNCTIONS

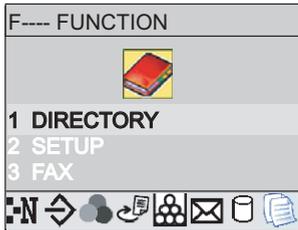
Access to functions may be achieved in two ways.

- **Menu-driven access.**
- **Direct function access.**

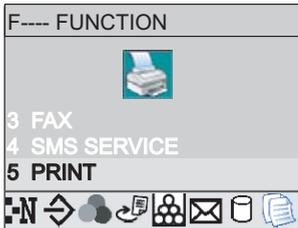
Menu-driven access

You can print out the guide, to find the number of a function, by moving through the menus as shown below.

- Press the **▼** key, the functions menu appear



- Select the desired function by means of the **▲** or **▼** navigator arrows.



- Validate your choice by pressing **OK**.
- Select the desired sub-function by means of the **▲** or **▼** navigator arrows.



- Validate your choice by pressing **OK**.

Caution - The Duplex version cannot be used to print the guide. Therefore it can only be printed on one side.

Direct access by number

You may print the functions list to find out the number of a function.

From the stand-by mode:

- Press the **▼** key.
- OK the number of the desired function on the numerical keyboard.

GUIDE TO FUNCTION LIST

MAIN MENU 1: DIRECTORY

Functions	Function description	Page
11 OK - NEW CONTACT	OK a new contact in the directory	p. 4-2
12 OK - NEW LIST	OK a relay broadcast list	p. 4-4
13 OK - MODIFY	Modify a record or a list	p. 4-5
14 OK - CANCEL	Delete a record or a list	p. 4-6
15 OK - PRINT	Print the directory	p. 4-7
16 OK - SAVE/LOAD	Store the directory on a chip card	p. 4-1
161 OK <i>SAVE</i>	Save the directory to a chip card	p. 4-1
162 OK <i>LOAD</i>	Load the directory from a chip card	p. 4-1
17 OK - IMPORTATION	Enable directory importation by e-mail ^A	p. 4-9
18 OK - EXPORTATION	Export the directory by e-mail ^A	p. 4-9
19 OK - LDAP SERVER	Access to a directory server	p. 4-10
191 OK <i>ADDRESS</i>	IP address or server name	p. 4-10
192 OK <i>IDENTIFIER</i>	Connection identifier	p. 4-10
193 OK <i>PASSWORD</i>	Connection password	p. 4-10
194 OK <i>DN BASE</i>	Search database	p. 4-10
195 OK <i>PORT</i>	Connection port	p. 4-10

A.Inaccessible if Menu 91 SUPPLIER is on **WITHOUT ACCESS**

MAIN MENU 2: SETUP

Functions	Function description	Page
21 OK - DATE/TIME	Setting the date and time	p. 3-2
211 OK <i>MODIFY</i>	Modifying the date and time	p. 3-2
212 OK <i>AUTO ADJUST</i>	Automatic changeover between summer and winter time	p. 3-2
22 OK - NUMBER/NAME	OK your name and your number	p. 3-2
23 OK - SEND	Transmission settings	p. 3-4
231 OK <i>SEND REPORT</i>	Choose to print the communication report	p. 3-4
232 OK <i>MEMORY SEND.</i>	Send from feeder or memory	p. 3-5
233 OK <i>ECO PER</i>	Set the economy period	p. 3-5
24 OK - RECEPTION	Reception settings	p. 3-6
241 OK <i>REC. PAPER</i>	Accept reception without paper	p. 3-6
242 OK <i>NBR OF COPIES</i>	Number of copies of received documents	p. 3-6
243 OK <i>PC RECEPT.</i>	Choice for PC reception	p. 3-7
244 OK <i>DUPLEX</i>	Received fax printing in Recto/Verso mode	p. 3-8
245 OK <i>ADJUST PAGE</i>	Adapt the print scaling	p. 3-8
246 OK <i>REDUCTION</i>	Reduction of received fax	
2461 OK <i>AUTOMATIC</i>	Automatic reduction of the received faxes	
2462 OK <i>FIXED</i>	Reduction with a coefficient	
247 OK <i>PC RECEPT</i>	Selecting the receiver PC	p. 3-8
25 OK - NETWORKS	Setting networks	p. 3-3
251 OK <i>TEL. NETWORK</i>	Ajust tel. network settings	p. 3-3
2511 OK <i>NETWORK TYPE</i>	Selection of network type	p. 3-3
252 OK <i>PREFIX</i>	Activate the dialling prefix	p. 3-4
2521 OK <i>SIZE NUMBER</i>	Minimum size number to be send with prefix	p. 3-4

MAIN MENU 2: SETUP

Functions	Function description	Page
2522 OK <i>PREFIX SETTING</i>	Setting dialling prefix	p. 3-4
253 OK <i>LOCAL NETWORK</i>	LAN parameters settings	p. 3-12
2531 OK <i>CONFIGURATION</i>	Select configuration mode	p. 3-12
2532 OK <i>IP ADRESSE</i>	Fax IP address	p. 3-12
2533 OK <i>SUBNET MASK.</i>	Subnet mask	p. 3-12
2534 OK <i>GATEWAY</i>	Gateway #1 address	p. 3-12
2535 OK <i>IEEE ADDRESS</i>	Fax IEEE address	p. 3-12
2536 OK <i>NETBIOS 1</i>	NetBIOS name 1	p. 3-13
2537 OK <i>NETBIOS 2</i>	NetBIOS name 2	p. 3-13
2538 OK <i>WINS 1</i>	Address of the NetBIOS name server 1	p. 3-13
2539 OK <i>WINS 2</i>	Address of the NetBIOS name server 2	p. 3-13
254 OK <i>DOM LOGIN</i>	Domain login parameters for the Scan to Disk function	
2541 OK <i>USER</i>	User name for login on the local network	p. 3-13
2542 OK <i>PASSWORD</i>	Password for login on the local network	p. 3-13
2543 OK <i>DOM. NAME</i>	Domain name of the local network	p. 3-13
255 OK <i>SNTP SERVER</i>	SNTP server configuration	p. 3-14
2551 OK <i>ADDRESS</i>	SNTP server address	p. 3-14
2552 OK <i>PORT</i>	SNTP server port	p. 3-14
2553 OK <i>STATE</i>	SNTP server state	p. 3-14
2554 OK <i>TIME ZONE</i>	Time zone	p. 3-14
2555 OK <i>SUMMER TIME</i>	Adjusting the summer time offset	p. 3-14
256 OK <i>DE-REG. PC</i>	Deleting PC registrations	p. 3-14
27 OK - SCREEN		
271 OK <i>LCD CONTRAST</i>	Adjusting the screen contrast	p. 3-8
29 OK - TECHNICALS	Technicals parameters	p. 3-9
20 OK - GEOGRAPHICAL	Geographical settings	p. 3-3
201 OK <i>COUNTRY</i>	Choice of country and language	p. 3-3
202 OK <i>NETWORK</i>	Choice of country	p. 3-3
203 OK <i>LANGUAGE</i>	Choice of language	p. 3-3

MAIN MENU 3: FAX

Functions	Function description	Page
31 OK - TRANSMISSION	Single- and multiple-address transmission	p. 5-5
32 OK - ECO TRANS.	Send a document during the economy period	p. 3-5
33 OK - POLLING RX	Polling request	p. 5-30
34 OK - POLLING TX	Deposit a document	p. 5-30
35 OK - MBX SENDING	Send to a mailbox	p. 5-40
36 OK - MBX POLLING	Poll a mailbox	p. 5-41
37 OK - BROADCAST	Broadcast transmission	p. 3-7
38 OK - FAX ANSW.	Control of fax answering machine	p. 3-5
39 OK - REROUTING	Rerouting of received messages	p. 5-6
391 OK <i>ACTIVATION</i>	Rerouting activation	p. 5-6
392 OK <i>DESTINATION</i>	Choice your destination	p. 5-6
393 OK <i>COPY</i>	Printing activation of rerouting fax	p. 5-7

MAIN MENU 4: SMS SERVICE

Functions	Function description	Page
41 OK - SEND SMS	Send SMS	p. 3-25
42 OK - READ SMS	Read SMS received	p. 3-27
43 OK - DELETE SMS	Delete SMS received	p. 3-27
431 OK <i>SELECTION</i>	Select SMS to delete	p. 3-27
432 OK <i>SMS READ</i>	Delete all SMS read	p. 3-27
433 OK <i>ALL</i>	Delete all the SMS read in memory	p. 3-27
44 OK - PRINT SMS	Printing SMS received	p. 3-27
45 OK - PARAMETERS	SMS service / SMS parameters	p. 3-26
451 OK <i>AUTO PRINT</i>	Automatically print SMS received	p. 3-24
452 OK <i>SMS BEEP</i>	Beep on SMS reception mode	p. 3-24
453 OK <i>SENDER NAME</i>	Choose to show/hide sender name	p. 3-24
454 OK <i>TERM. ADDR</i>	Terminal address	p. 3-26
46 OK - SERVER	SMS servers settings	p. 3-28
461 OK <i>SMS CENTRE 1</i>	Number of main SMS centre	p. 3-28
4611 OK <i>SEND NO</i>	Transmission number	p. 3-28
4612 OK <i>RECEIVE NO</i>	Reception number	p. 3-28
462 OK <i>SMS CENTRE 2</i>	Number of secondary SMS centre	p. 3-28
4621 OK <i>RECEIVE NO</i>	Reception number	p. 3-28

MAIN MENU 5: PRINT

Functions	Function description	Page
51 OK - FUNCTIONS LIST	Function list printing	p. 5-28
52 OK - LOGS	Print TX and RX logs	p. 5-28
53 OK - DIRECTORY	Print the directory	p. 4-7
54 OK - SETUP	User parameters printing	p. 5-28
55 OK - COMMANDS	Commands list printing (see 65 OK)	
56 OK - MBX LIST	MBX list printing (see 75 OK)	
59 OK - DEPART. CODES	Print a department code	p. 5-37

MAIN MENU 6: COMMANDS

Functions	Function description	Page
61 OK - PERFORM	Perform a command	p. 5-12
62 OK - MODIFY	Update of command	p. 5-12
63 OK - CANCEL	Delete a command	p. 5-12
64 OK - PRINT	Printing of a document in wait queue	p. 5-12
65 OK - PRINT LIST	Printing of the command list	p. 5-12

MAIN MENU 7: MAILBOXES

Functions	Function description	Page
71 OK - CREATE MBX	Creating and modification of a Mailbox	p. 5-39
72 OK - DEPOSIT MBX	Storing a document in a Mailbox	p. 5-36
73 OK - PRINT MBX	Print content of a Mailbox	p. 5-35
74 OK - DELETE MBX	Delete an empty Mailbox	p. 5-35
75 OK - PRT MBX LIST	Print list of Mailbox	p. 5-35

MAIN MENU 8: ADVANCED FCT

Functions	Function description	Page
80 OK - CALIBRATION	Scanner calibration	p. 6-17
81 OK - LOCK	Activate an access limitation lock	p. 5-31
811 OK <i>LOCKING CODE</i>	Locking code	p. 5-31
812 OK <i>LOCK KEYBD.</i>	Activate keyboard lock	p. 5-31
813 OK <i>LOCK NUMBER</i>	Activate dialling lock	p. 5-32
814 OK <i>LOCK PARAMETERS</i>	Activate Internet settings lock	p. 5-32
815 OK <i>LOCK SMS</i>	Activate SMS lock	p. 5-32
816 OK <i>LOCK MEDIA</i>	Activate media lock	p. 5-33
82 OK - COUNTERS	See the activity counters	p. 5-29
821 OK <i>SENT PAGES</i>	Printed pages counter	p. 5-29
822 OK <i>RECEIVED PG</i>	Local copies counter	p. 5-29
823 OK <i>SCANNED PAGE</i>	Sent pages counter	p. 5-29
824 OK <i>DUPLEX SCAN</i>	Received pages counter	p. 5-29
825 OK <i>PRINTED PG</i>	Printed pages counter	p. 5-29
84 OK - COPY	CIS scanner settings	p. 5-17
841 OK <i>RESOLUTION</i>	Black and white resolution setting	p. 5-17
842 OK <i>ZOOMING</i>	Zoom setting	p. 5-17
843 OK <i>ASSEMBLED</i>	Assembled or not copy choice	p. 5-17
844 OK <i>ORIGIN</i>	Origin setting	p. 5-17
845 OK <i>CONTRAST</i>	Contrast setting	p. 5-17
846 OK <i>LUMINOSITY</i>	Luminosity setting	p. 5-18
847 OK <i>BINDING</i>	Binding type choice	p. 5-18
85 OK - SCAN. & PRINT	Réglages imprimante	p. 5-18
851 OK <i>PAPER</i>	Type of paper choice	p. 5-18
852 OK <i>PAPER TRAY</i>	Paper tray choice	p. 5-18
853 OK <i>PAPER SAVE</i>	Paper save activation mode	p. 5-18
854 OK <i>S.F MARGINS</i>	Set margins	p. 5-19
855 OK <i>FLATBED MARG</i>	Sheet-feed scanner margins setting	p. 5-19
859 OK <i>PAPER FORMAT</i>	Select paper tray	
8591 OK <i>UPPER</i>	Select paper tray printer	
8592 OK <i>LOWER</i>	Select paper tray additional	
8593 OK <i>SCANNER</i>	Determine format with scanner A4 or Letter	
86 OK - CONSUMABLES	Consumables status	p. 6-2
88 OK - DEPT. CODE	Department code	p. 5-33
881 OK <i>ACTIVATION</i>	Activating/Deactivating the department code	p. 5-33
882 OK <i>NEW DEPT.</i>	Setting the department codes	p. 5-34
883 OK <i>DELETE</i>	Deleting a department code	p. 5-35
884 OK <i>PRINT</i>	Printing a department code	p. 5-36

MAIN MENU 9: INTERNET

Functions	Function description	Page
91 OK - SUPPLIER	Supplier choice	p. 3-18
92 OK - INIT. PROVIDER	Initialisation of your Provider ^A	p. 3-18
921 OK <i>CONNECTION</i>	ISP parameters	p. 3-18
9211 OK <i>CALL NUMB.</i>	ISP call number	p. 3-18
9212 OK <i>IDENTIFIER</i>	ISP identifier	p. 3-18

MAIN MENU 9: INTERNET

Functions	Function description	Page
9213 OK <i>PASSWORD</i>	ISP password	p. 3-18
922 OK <i>MESS. SERV</i>	Message service parameters	p. 3-18
9221 OK <i>IDENTIFIER</i>	Message service identifier	p. 3-18
9222 OK <i>PASSWORD</i>	Message service password	p. 3-18
9233 OK <i>E-MAIL ADR</i>	Message service e-mail address	p. 3-18
923 OK <i>SERVERS</i>	SMTP, POP3 and DNS parameters	p. 3-18
9231 OK <i>SMTP</i>	SMTP server	p. 3-18
9232 OK <i>POP3</i>	POP3 server	p. 3-18
9233 OK <i>DNS 1</i>	Primary DNS	p. 3-18
9234 OK <i>DNS 2</i>	Primary DNS	p. 3-18
924 OK <i>SMTP AUTHENT.</i>	SMTP authentication access parameters	p. 3-18
9241 OK <i>ACTIVATION</i>	SMTP authentication activation	
93 OK - IMMED ACCE	Immediat access to ISP ^A	p. 3-23
94 OK - SETTINGS	Internet settins ^A	p. 3-20
941 OK <i>CONNEC. TYPE</i>	Select connection type	p. 3-20
942 OK <i>SEND TYPE</i>	Select transmission type	p. 3-20
943 OK <i>PERIOD</i>	Select the period of connection	p. 3-21
944 OK <i>DEPOSIT NOTI</i>	Select to print a deposit notice	p. 3-4
945 OK <i>E-MAIL ADDR</i>	Choose the address to which an e-mail will be sent	p. 3-21
946 OK <i>PRINT</i>	Print Internet settings	p. 3-21
95 OK - E-MAIL	Send an E-Mail ^A	p. 5-8
96 OK - MAIL SORT	Select the reception type ^A	p. 3-22

A. These menus will appear only with valid ISPN setting

MAIN MENU 10 : MEDIA

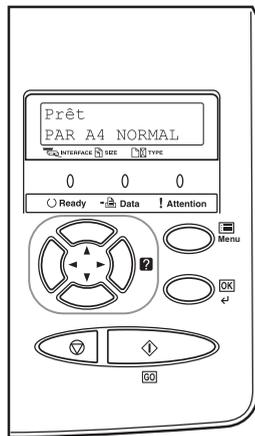
Functions	Function description	Page
01 OK - PRINT PHOTO	Printing previewed photos	p. 5-22
02 OK - PRINT DOCUMENT	Printing documents	p. 5-24
021 OK <i>LIST</i>	Printing the document list	
022 OK <i>FILE</i>	Printing files	
0221 OK <i>ALL</i>	Printing all printable files	
0222 OK <i>SERIES</i>	Printing a series of files	
0223 OK <i>SELECTION</i>	Printing a selection of files	
04 OK - SCAN TO	Transferring media content to memory	p. 5-25
05 OK - ARCHIVING FAX	Store received fax	p. 5-26
051 OK - ACTIVATION	Activating the archiving fax	p. 5-26
052 OK - PRINT	Printing the rerouted fax	p. 5-27
07 OK - DELETE	Erasing media	p. 5-26
071 OK <i>MANUAL</i>	Erasing selected files	p. 5-26
072 OK <i>AUTOMATIC</i>	Erasing files automatically	p. 5-26
08 OK - MEDIA ANALYSE	Analysing the memory card or USB key	p. 5-26

PRINT CONSOLE NAVIGATION BASICS

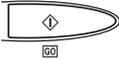
NAVIGATING THE MENUS

Control panel keys

The keys on the console are used to configure the printer. Some keys also have secondary functions.



Note: Any settings made using these keys affect only the current interface.

Key	Function
	<p>The GO key allows you to switch the printer between on-line and off-line mode. Use it to perform the following operations:</p> <ul style="list-style-type: none"> • Activate the on-line or off-line modes of the printer. You can temporarily halt a print job by switching the printer to "off-line". • Print and eject a page when the printer displays <i>Waiting</i>. • Restart printing after certain errors. • Exit the Auto idle mode.
	<p>This key lets you perform the following operations:</p> <ul style="list-style-type: none"> • Cancel a print job. • Turn off the audio alarm. • Reset numerical values or cancel a configuration procedure from the system menu.

Key	Function
	<ul style="list-style-type: none"> • The MENU key lets you access the system menu in order to modify the configuration and the printing environment of the printer. • When you press this key when selecting a menu, the latter is abandoned and the printer returns to normal operation.
	Used to access a section or to enter numerical values. The > and < keys are used to access or exit a subsection in some of the control procedures.
	Used to access a section or to enter numerical values. The > and < keys are used to access or exit a subsection in some of the control procedures.
	Used in the same way as the < key in the mode selection function.
	<ul style="list-style-type: none"> • Used in the same way as the > key in the mode selection function. • Displays on-line help messages on the screen when there is a paper jam: If you press this key when the printer is Ready: it displays explanations about the on-line help messages. If you press this key when the on-line help is displayed: the on-line help is cancelled.
	<p>This key lets you perform the following operations:</p> <ul style="list-style-type: none"> • Finalise the setup of numerical values and other selections. • Define the paper source when the message Tray Selection ? is displayed on the screen.

ACCESS TO FUNCTIONS

This section explains how to use the menu selection system. The **[MENU]** key on the operator console allows you to use the menu to configure or adapt the printer environment, making settings such as the number of copies to be made, the emulation, etc. depending on your own specific needs. You can make these settings when the printer screen shows Ready.

Note: The printer applies the most recent settings sent from the application software or from the printer driver, and these always take priority over any settings made from the operator console.

To navigate vertically within the functions, use the **^** and **v** keys (access the menu shown by repeatedly pressing one of the keys).

To navigate horizontally within the functions, use the **>** and **<** keys. To change or confirm the configuration of a component, press the **[OK]** key.

Printing out the menu guide

The list of menus may vary according to which options you have installed.

You can print out the print menu guide by moving within the menus as shown below.

MENU - v - PRINT MENU STRUCTURE

 Press **[OK]**, a blinking "?" appears.

 Press **[OK]** again to start printing.

GUIDE TO FUNCTIONS

(refer to the print functions manual)

Functions	Description of the function
- PRINT MENU MAP	Print out the menu guide
- PRINT STATUS PAGE	Print out the printer configuration
- INTERFACE	
<i>PARALLEL</i>	Parallel interface configuration
<i>USB</i>	USB interface configuration
<i>NETWORK</i>	Network interface configuration
<i>NETWARE</i>	Turn this menu on if you are using the Netware protocol
<i>TCP/IP</i>	Turn this menu on if you are using the TCP/IP protocol
<i>APPLE TALK</i>	Turn this menu on if you are networking with a Macintosh
<i>PRES STATUS PAGE</i>	When this menu is turned on, the network configuration page is printed out at the same time as the printer status page
- EMULATION	Select emulation type

Functions	Description of the function
- FONT <i>FONT SELECT</i> <i>CODE SET</i> <i>LIST OF INTERNAL FONTS</i>	Select font Select character encoding List of available fonts
- PAGE SET <i>COPIES</i> <i>ORIENTATION</i> <i>LF ACTION</i> <i>CR ACTION</i> <i>WIDE A4</i>	Set the number of copies to be made Choose the paper orientation Action following a line break Action following a carriage return Optimise the number of characters per line
- PRINT QUALITY <i>TONE</i>	Sets the print quality Selecting the print quality
- RAM DISK MODE	
- MEMORY CARD	
- PAPER HANDLING <i>MP TRAY MODE</i>	Multipurpose tray operating mode
<i>MP TRAY SIZE</i> <i>MP TRAY TYPE</i> <i>CASSETTE 1 TYPE</i> <i>CASSETTE 2 TYPE</i> <i>FEED SELECT</i> <i>DUPLEX MODE</i> <i>STACK SELECT</i> <i>OVERRIDE A4/LT</i> <i>TYPE ADJUST</i> <i>PAPER WEIGHT</i> <i>DUPLEX PATH</i> <i>RESET TYPE</i>	Choose the paper format in the multipurpose tray Choose the paper type in the multipurpose tray Choose the paper type in tray 1 Choose the paper type in tray 2 (depending on option) Choose the source tray Switch front/back mode on Force the printing of letter documents in A4 format Choose the paper weight
- LIFE COUNTERS	Number of pages printed counter
- OTHERS <i>MSG LANGUAGE</i> <i>FORM FEED</i> <i>SLEEP TIMER</i> <i>SLEEP MODE</i> <i>PRINT</i> <i>PRINTER RESET</i> <i>RESOURCE PROT.</i> <i>BUZZER</i> <i>ERROR CORRECTION</i> <i>FINISHING</i> <i>DUPLEX</i> <i>COLOUR REGISTRATION</i> <i>SERVICE</i> <i>PRINT</i> <i>PRINT TEST PAGE</i> <i>PAPERFEED</i> <i>DEV-CLN</i>	Choose the language in which messages will be displayed Set the time before printing out an incomplete page Set the time before OKing standby mode Switch the standby mode on Reinitialise the settings to their default values Save downloaded PCL6 parameters Turn the error alarm on or off Continue printing after error Manage front/back errors Re-aligning the colours Print out the status page or log Service menu Service menu Service menu

3 SETTING YOUR MACHINE



MAIN SETTINGS

At machine powerup, the screen displays:



You have to set the date and time, telephone network, language parameter and verify the other parameters listed below.

BEFORE TRANSMISSION

Date/Time

You can, at any moment, modify the current date and time of your fax. You can also activate the automatic management of summer and winter time. The changeover is performed the last Sunday of March for the changeover to summer time and the last Sunday of October for the changeover to winter time.

To change the date and time:

▼ 21 OK - SETUP / DATE/TIME / MODIFY

 Enter the numbers of the required time and date one after another,
(for example **November 8 2005** at **9h33**, press **0 8 1 1 0 5 0 9 3 3**) and press **OK** to confirm.

To activate automatic changeover between summer and winter time:

▼ 212 OK - SETUP / DATE/TIME / AUTO ADJUST

 Select the **WITH** option and validate your choice with the **OK** key.

Your fax number/your name

You must obligatorily allocate an identifier to your terminal. This identifier can be the name of the person or company using the terminal. It will be shown on each page of the documents transmitted by the terminal. If no identifier has been recorded, your terminal will display an error code when sending a document by fax.

Your fax will print out your fax number on each document it transmits if you save this number and if the machine is set to **SENDING HEADER** (please see the paragraph **Technical parameters**, on page 3-9).

To save your fax number and your name:

▼ 22 OK - SETUP / NUMBER/NAME

 Enter your fax number (20 digits max.) and press **OK** to confirm.

 Enter your name (20 characters max.) then press **OK** to confirm.

Type of network

You may connect your fax to either a PSTN or private network such as private automatic branch exchange (PABX). You must select the network which is the most convenient.

To select the type of network:

▼ 251 OK - SETUP / NETWORKS / TEL. NETWORK

 Select option **PABX** or **PSTN** then confirm your choice with **OK**.

Geographical settings

These settings will enable you to use your machine in different preset countries using different languages.

Country

By choosing a country, you initialise:

- the settings for the public telephone network,
- the language by default.

To select the country:

▼ **201 OK - SETUP / GEOGRAPHICAL / COUNTRY**

 Select the required option and press the **OK** key to confirm.

Network

This setting enables you to individually set the type of public telephone network so that your machine can communicate over the public network of the country you have chosen in compliance with the applicable standards.

Note: these settings are different from the **NETWORK TYPE** (p. 3-2), which allows you to choose between public and private network.

To select the network:

▼ **202 OK - SETUP / GEOGRAPHICAL / NETWORK**

 Select the required option and press the **OK** key to confirm.

Language

This setting enables you to choose a language other than that imposed by the COUNTRY setting.

To select the language:

▼ **203 OK - SETUP / GEOGRAPHICAL / LANGUAGE**

 Select the required option and press the **OK** key to confirm.

Local prefix

This function is used when your fax is installed with a private network, behind a company's PABX. It allows you to program an additional automatic **local prefix** (to be defined), enabling you to automatically exit the company's telephone network system, but only under certain conditions:

- the company's internal numbers, where a prefix is not required, must be short numbers less than the **minimal size** (to be defined, for example France has 10 digits),
- the outside numbers requiring a prefix, must be long numbers greater or equal to the **minimal size** (to be defined, for example France has 10 digits).

Programming your fax with the local prefix consists of two steps:

- defining the **minimal size** (or equal) of the company's outside numbers,
- defining the outgoing **local prefix** of the company's telephone network. This prefix will automatically be added as soon as an external number is dialled.

Caution - If you define a local prefix, do not add it to the numbers stored in the directory, it will be automatically dialled with each number.

Prefix

▼ 252 OK - SETUP / NETWORKS / PREFIX

Defining the minimal size

▼ 2521 OK - SETUP / NETWORKS / PREFIX / SIZE NUMBER

You can change the default value for the minimal size of the company's outside numbers and validate with **OK**. The minimal size will range between 1 and 30.

Defining the local prefix

▼ 2522 OK - SETUP / NETWORKS / PREFIX / PREFIX SETTING

 Enter the outgoing local prefix of the company's telephone network (maximum 5 characters) and validate with **OK**.

Transmission report

You may print a **transmission report** for all communications over the telephone network (STN).

You may choose between more than one criteria for printing reports:

- **WITH**: a report is given when the transmission was properly performed or when it is completely abandoned (but there is only one report per request),
- **WITHOUT**: no transmission report, however, your fax will note all transmissions that took place in its log (please see the paragraph **Logs**, on page 5-28),
- **ALWAYS**: a report is printed with each transmission,
- **ON ERROR**: a report is printed only if the transmission failed or is abandoned.

With each transmission report from memory, a reduced version of the first page is automatically reproduced.

To select the report type:

▼ 231 OK - SETUP / SEND / SEND REPORT

 Select the required option **WITH**, **WITHOUT**, **ALWAYS** or **ON ERROR** and confirm your choice with **OK**.

Document feed type

You may choose the way you want to feed your documents:

- from **memory**, transmission will take place only after memory storage of the document and dialling. It allows you to get your originals back quickly to free up the machine.

- from the **feeder** of the sheet-feed scanner (please see the paragraph **Document depositing**, on page 5-2), transmission will occur after dialling. It allows transmission of larger documents.

To select the way you want to feed your documents:

▼ **232 OK - SETUP / SEND / MEMORY SEND.**

 Select the option **MEMORY** or **FEEDER** and validate your choice with **OK**.

Note: in feeder mode, the reduced image will not appear on the transmission report.

Economy period

This function allows you to defer a fax transmission to "off-peak hours" and thus reduce the cost of your communications.

The **economy period**, via the telephone network (at off-peak hours), is preset by default from 7.00 pm to 7.30 am. Nevertheless you may **change this time slot**.

Modifying the economy period:

▼ **233 OK - SETUP / SEND / ECO PER.**

 Enter the hours of the new economy period and confirm your selection with the **OK** key.

Using the economy period:

▼ **32 OK - FAX / ECO TRANS.**

 Enter the call number and confirm with **OK**.

BEFORE RECEPTION

Fax answering machine

The Fax answering machine allows you to keep confidential documents in storage and to avoid printing them as you receive them.

The "Fax Messages" indicator light lets you know the state of your Fax answering machine:

- Light on: the answering machine is on.
- Blinking: your fax has documents in storage or is in the process of receiving faxes.
- Light off: memory full, the terminal cannot receive any more documents.

You can assure document confidentiality by using the 4 digit **access code**. Once saved, you will require this access code for:

- **printing** fax messages in memory,
- **activate** or **deactivate** the fax answering machine.

Saving an access code

▼ 383 OK - FAX / FAX ANSW. / ANSWER CODE

 Enter the code (4 digits) and confirm with **OK**.

Activating or deactivating the answering machine

▼ 382 OK - FAX / FAX ANSW. / ACTIVATION

 If you saved an access code for your fax answering machine, enter it and validate with **OK**.

 Select the required option **WITH** or **WITHOUT** answering machine and confirm your choice with **OK**.

Print fax messages stored in the memory

▼ 381 OK - FAX / FAX ANSW. / PRINT

 If you have defined an access code for your fax answering machine, enter it and press **OK**.

Documents received and stored in the memory are printed.

Reception without paper

Your fax offers you the possibility to either accept or refuse document reception if your printer is unavailable (no paper...).

If your fax printer is unavailable, you may choose between **two modes** of reception:

- reception mode **WITHOUT PAPER**, your fax saves the incoming messages in the memory,
- reception mode **WITH PAPER**, your fax refuses all incoming subscribers.

To select the reception mode:

▼ 241 OK - SETUP / RECEPTION / REC. PAPER

 Select the option **WITH PAPER** or **WITHOUT PAPER** and confirm your choice with **OK**.

Note:

Paper out is indicated by a beep and a message on the screen.

Received faxes are then stored in memory (icon "**Fax messages**" flashing) to be printed as soon as you add paper into the feeder.

Number of copies

You may print incoming documents more than once (1 to 99).

To set the number of each document received:

▼ 242 OK - SETUP / RECEPTION / NBR OF COPIES

 Enter the wanted number of copies and confirm with **OK**.

At each document reception, your fax will print the number of copies requested.

Relay broadcast

Your fax machine (initiator) can relay a document, in other words, transmit a document to your subscribers via a remote fax and with a precise relay list.

To do this the initiator fax and the remote fax must both have the relay function.

To relay you need to supply the remote fax with the document and the relay list number. The remote fax will then transmit this document to all subscribers on the list.

Once the relay is activated by your fax and as soon as the document is received by the remote fax, the document is printed before relaying to all subscribers on the list.

To activate relay from your fax machine:

- ☞ Insert the document to relay (please see the paragraph **Document depositing**, on page 5-2).
- ☞ Select ▼ **37 OK - FAX / BROADCAST**.
- ☞ Enter the remote fax number where you will relay to or choose your dialling mode (please see the paragraph **Dialling**, on page 5-3) and press **OK**.
- ☞ Enter the relay list number used by the remote fax and press **OK**.
- ☞ You may enter the time you wish to transmit the document next to the current time and press **OK**.
- ☞ If you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY**, then press **OK**.
- ☞ If you wish, you may enter the number of pages of your documents before transmitting.
- ☞ Activate relay by pressing **◇** key.

The document in the feeder will be relayed either immediately or at a later time (according to your choice) to the remote fax which will relay the document.

Fax or PC reception

▼ 243 OK - SETUP / RECEPTION / PC RECEPT.

This menu, combined with a software program installed on your PC (supplied or on option depending on model) will enable you to select the machine you wish to receive the documents on:

- fax.
- PC.
- PC if available, fax otherwise.

For more details, please refer to the instruction manual provided with the software kit.

To select the PC that will receive the documents, please see the paragraph **Selecting the reception PC**, on page 3-8.

Duplex printing

This menu lets you define the default printing mode for received faxes. The two available modes are:

- **SINGLE SIDED,**
- **DOUBLE SIDED.**

Note: All faxes received are printed according to the mode selected from the menu, no matter how the duplex key is set.

To select the fax reception mode:

▼ **244 OK - SETUP / RECEPTION / DUPLEX**

☞ Select the required option **SINGLE SIDED** or **DOUBLE SIDED** and validate your choice with the **OK** key.

Adjust to page

This option allows you to print out documents automatically adjusting them to the page format.

To turn **adjust to page mode on**:

▼ **245 OK - SETUP / RECEPTION / ADJUST PAGE**

☞ Select the **WITH** option and confirm your choice using the **OK** key.

Selecting the reception PC

This menu lets you select a PC to which all the documents received by the terminal will be re-routed.

▼ **247 OK - SETUP / RECEPTION / PC RECEPT.**

☞ By means of the ▲ or ▼ keys, select the PC that you want to designate as the receiver and validate by means of the **OK** key.

Adjusting the screen contrast

This adjustment only affects the screen contrast.

▼ **271 OK - SETUP / SCREEN / LCD CONTRAST**

☞ Adjust the contrast with the ▲ and ▼ keys then validate your selection with the **OK** key.

TECHNICAL PARAMETERS

As delivered your fax is preset by default. However, you may adjust it to meet your requirements by resetting the technical parameters.

To set the technical parameters:

▼ 29 OK - SETUP / TECHNICALS

- ☞ Select the desired parameter and confirm with **OK**.
- ☞ With the ▲ or ▼ keys, modify the parameter settings by following the table below and press **OK**.

Parameter	Setting	Signification
1 - SCANNING MODE	1 - NORMAL 2 - FINE 3 - SFINE 4 - PHOTO	Default value of the scan mode resolution for the documents to be transmitted.
2 - TX HEADER	1 - WITH 2 - WITHOUT	If this parameter is on, your header will appear on all documents sent to your subscribers with your name, number, date and number of pages. Warning: If you send a fax from the document loader, the transmission header will not appear on the document your correspondent receives.
3 - TX SPEED	1 - 33600 2 - 14400 3 - 12000 4 - 9600 5 - 7200 6 - 4800 7 - 2400	Transmission speed for outgoing documents. For a quality telephone line (compatible, no echo), communications occur at maximum speed. However, it may be necessary to restrict the transmission speed for some calls.
4 - ECHO PROTECT	1 - WITH 2 - WITHOUT	If this parameter is on, the on-line echo will be reduced during long distance calls.
6 - EPT MODE	1 - WITH 2 - WITHOUT	For some long distance calls (satellite), the on-line echo may disturb the call.
7 - COM. DISPLAY	1 - SPEED 2 - PAGE NUMBER	Choice between transmission speed displayed or number of the page in progress.
8 - ECO ENERGY	1 - WITHOUT 2 - DELAY 5 MIN 3 - DELAY 15 MIN 4 - DELAY 30 MIN 5 - DELAY 60 MIN	Choosing the printer standby delay: the printer will switch to standby after a delay (in minutes) of NON-operation or during the period of time of your choice.

Parameter	Setting	Signification
10 - RX HEADER	1 - WITH 2 - WITHOUT	If this parameter is on, all documents received by your fax will include the subscriber's header with his name, number (if available) fax print date and the page number.
11 - RX SPEED	1 - 33600 2 - 14400 3 - 9600 4 - 4800 5 - 2400	Transmission speed for incoming documents. For a quality telephone line (compatible, no echo), communications occur at maximum speed. However, it may be necessary to restrict the transmission speed for some calls.
12 - RINGS	2 TO 5	Number of rings to automatically start your machine.
20 - E.C.M. (ERROR CORRECTION)	1 - WITH 2 - WITHOUT	This parameter helps correct the calls made on disturbed telephone lines. It is used when the lines are weak or too noisy. Transmission times may be longer.
72 - MODEM SPEED	1 - 56000 2 - 33600 3 - 14400 4 - 12000 5 - 9600 6 - 7200 7 - 4800 8 - 2400 9 - 1200 0 - 600	Choice of maximum Internet transmission speed. For a quality telephone line (compatible, no echo), communications occur at the maximum speed. However, it may be necessary to restrict the transmission speed for some Internet calls (bad line or bad ISP settings).
73 - IMPROVE REP @	1 - WITH 2 - WITHOUT	This parameter lets you automatically register the Internet address of your subscribers fax during a call (if available).
74 - ERASE MAILBOX	1 - WITH 2 - WITHOUT	When the fax machine receives an e-mail with an attachment and cannot open it, it erases the message from the ISP MBX, prints and transmits with a notice of uncomprehension to the message sender. When receiving an e-mail, the terminal does not delete the message from the mailbox, it prints an uncomprehension message asking you to recover this message by means of your computer equipment. This parameter only makes sense if you are using a computer. The memory space that your access provider puts at your disposal is limited. If you do not empty your mailbox, you risk saturating it in the long term, thereby blocking the reception of any new message.
75 - TEXT ATTACHMENT	1 - WITH 2 - WITHOUT	To allow adding an attachment.
76 - ATTACHMENT FORMAT	1 - IMAGE 2 - PDF	Default format of document sent on the Internet: PDF: monochrome or colour IMAGE: monochrome (TIFF) or colour (JPEG)

Parameter	Setting	Signification
77 - LAN SPEED	AUTO 100 FULL 100 HALF 10 FULL 10 HALF	To define the communication speed of the peripheral units in relation to the implemented Local Area Network (LAN).
78 - WINS - DNS REG.	1 - WITH 2 - WITHOUT	Registration of the terminal in the WINS servers allows accessing the scanner through its NetBIOS name by PCs located on sub-networks other than the one that the terminal is connected to.
80 - TONER SAVE	1 - WITH 2 - WITHOUT	Makes printing lighter to save toner cartridge ink.

LOCAL AREA NETWORK (LAN) SETTINGS

Your terminal is a new generation machine that will be part of your local network just like a PC. Its built-in local network access card will enable you to send documents through an SMTP/POP3 local message server (internally or externally, depending on the settings of your message server). To benefit from all the available network options, you should make the following settings, described in the sections below:

- local network settings, to introduce your fax machine into your local network.
- message service settings, for all your faxes and E-mails to be automatically managed by your message server.

Caution - Although rather simple, network settings sometimes require a sound knowledge of your own computer configuration. If that is administrated by anyone in your company, we recommend you ask that person for the settings described below.

LOCAL NETWORK SETTINGS

Automatic configuration

We recommend that you carry out a manual configuration of your terminal. The automatic configuration of the local network settings may be considered, if your local network features a DHCP or BOOTP server that can dynamically assign addresses to the peripheral devices present on the LAN.

To automatically configure the local network settings:

▼ **2531 OK - SETUP / NETWORKS / LOCAL NETWORK / CONFIGURATION**

- ☞ Choose **AUTOMATIC** and press **OK** to confirm. The terminal scans the local network for a DHCP or BOOTP server that can assign it its settings dynamically (the message **SELF-CONF** is displayed).

- ☞ Once the message **SELF-CONF** has disappeared, check for the IP Address, Sub-network mask and Gateway address. If these are missing, you should carry out a manual configuration (see below).

Manual configuration

To configure your terminal manually, you should obtain the usual information used to set a peripheral device (IP address, sub-network mask, network and gateway address).

To configure the local network setting manually:

▼ **2531 OK - SETUP / NETWORKS / LOCAL NETWORK / CONFIGURATION**

- ☞ Choose **MANUAL** and press **OK** to confirm.

IP address

▼ **2532 OK - SETUP / NETWORKS / LOCAL NETWORK / IP ADRESSE**

- ☞ Enter the IP address of your terminal and press **OK** to confirm.

Sub-network mask

▼ **2533 OK - SETUP / NETWORKS / LOCAL NETWORK / SUBNET MASK.**

- ☞ Enter the sub-network mask of your terminal and press **OK** to confirm.

Gateway address

▼ **2534 OK - SETUP / NETWORKS / LOCAL NETWORK / GATEWAY**

- ☞ Enter the IP address of the network gateway and press **OK** to confirm.

IEEE address (or Ethernet address) or MAC address

▼ **2535 OK - SETUP / NETWORKS / LOCAL NETWORK / IEEE ADDRESS**

The Ethernet card of your terminal already has an unmodifiable, yet consultable, IEEE address.

NetBIOS

The NetBIOS name, which can be used with the network options, are used to identify your terminal machine from a PC connected to a local network (for instance with the name "IMP-NETWORK-1").

▼ **2536 OK - SETUP / NETWORKS / LOCAL NETWORK / NETBIOS 1**

▼ **2537 OK - SETUP / NETWORKS / LOCAL NETWORK / NETBIOS 2**

- ☞ Enter the selected name (15 characters max) and press **OK** to confirm.

The WINS1 and WINS2 servers, used with the network options, allow access to terminals on other sub-networks by means of their NetBIOS name.

These two addresses must be filled in for the Scan To Disk function.

▼ **2538 OK - SETUP / NETWORKS / LOCAL NETWORK / WINS 1**

▼ **2539 OK - SETUP / NETWORKS / LOCAL NETWORK / WINS 2**

☞ Enter the IP address of each server, then validate with **OK**.

Note: If the terminal is set up in Automatic configuration mode (▼ 2531), these addresses can be filled in automatically by certain DHCP servers.

Case of connection to a domain (for instance with Windows NT, 2000 or XP)

The terminal can identify itself on the local network by using the parameters of a user account, before it can, among others, archive documents by means of the Scan to Disk function.

Once these parameters have been filled in, they will be used by default, if you do not declare a user name and password when using the function.

Login user name

▼ **2541 OK - SETUP / NETWORKS / DOM LOGIN / USER**

☞ Enter the user name for login on the local network, then validate with **OK**.

Login password

▼ **2542 OK - SETUP / NETWORKS / DOM LOGIN / PASSWORD**

☞ Enter the password for login on the local network, then validate with **OK**.

Domain name

▼ **2543 OK - SETUP / NETWORKS / DOM LOGIN / DOM. NAME**

☞ Enter the domain name of the local network, then validate with **OK**.

SNTP server configuration

The terminal can automatically update its date and time when connecting to an SNTP server.

Server address

▼ **2551 OK - SETUP / NETWORKS / SNTP SERVER / ADDRESS**

☞ Enter the name of the SNTP server, then validate with **OK**.

This name can be in the form of an IP address, a DNS address or a NetBIOS name.

Server port

▼ **2552 OK - SETUP / NETWORKS / SNTP SERVER / PORT**

☞ Enter the server port number, then validate with **OK**.

The port by default is port 123.

Activating the server access

▼ 2553 OK - SETUP / NETWORKS / SNTP SERVER / ACTIVATION

☞ To activate the SNTP server, select **WITH** in the drop-down menu then validate with **OK**.

Time zone

▼ 2554 OK - SETUP / NETWORKS / SNTP SERVER / TIME ZONE

☞ Select the time zone where the terminal is located from the drop-down list then validate with **OK**.

If you have activated the automatic summer time management (menu 212), the TIME ZONE setting is initialised automatically.

Summer time

▼ 2555 OK - SETUP / NETWORKS / SNTP SERVER / SUMMER TIME

☞ Select the appropriate time setting in the drop-down list: winter time, summer time +1 or summer time +2, then validate with **OK**.

Note: This menu is not displayed if the menu 212 is activated.

PC de-registering

This menu lets you delete one or more PCs connected to the terminal via the LAN.

▼ 256 OK - SETUP / NETWORKS / DE-REG. PC

☞ Select the PC that you want to delete from the list by means of the ▼ and ▲ arrows, then validate with **OK**.

PRINT FUNCTION SETTINGS

The printer can be connected to the local network as it has its own IP address.

Updating network settings

The print console allows you to:

- Turn TCP/IP, NetWare and EtherTalk on or off.
- Turn DHCP on or off.
- Enter the IP address, the subnet mask address and the default gateway address.

To check or change the network card settings:

☞ Press the **MENU** key.

☞ Repeatedly press the **^** or **v** keys until **INTERFACE** appears.

One of the interface names below appears, showing that it is the current interface.

- **PARALLEL** (default setting)
- **USB**
- **OPTIONAL** (when the network card is installed)

☞ Press **OK**, a blinking "?" appears.

☞ Repeatedly press the keys **^** or **v** until **OPTIONAL** appears.
Press **OK**.

☞ Press the **>** key.

☞ This example shows how to switch the TCP/IP protocol on to connect the terminal to the network. You can switch Netware or EtherTalk on in the same way.

If TCP/IP is OFF. Press **OK**, a blinking "?" appears. Select **ON** using the **^** or **v** keys.
Press **OK** again.

Automatically configuring IP settings

You can make these settings when the TCP/IP protocol is on. We recommend that you manually configure your terminal. However, local network settings can be automatically configured if you have a DHCP or BOOTP server on your local network which can dynamically distribute addresses to peripherals on the LAN.

To automatically configure network local settings:

MENU - v - INTERFACE > - v - TCP/IP > DHCP

☞ Press **OK**, a blinking "?" appears.

☞ Select **ON** using the **^** or **v**, then press **OK**.

☞ Press the **MENU** key.

Switch your terminal off and then back on again. You have now finished configuring the IP address.

Manually configuring IP settings

You can make these settings when the TCP/IP protocol is on.

To configure your terminal manually, you will need the usual information for setting up a peripheral (IP address, subnet mask and gateway address).

To manually configure network local settings:

MENU - ∨ - INTERFACE > - ∨ - TCP/IP > DHCP

☞ Check that DHCP is set to **OFF**. If not press **OK**, then select **OFF** with the **∧** or **∨** keys. Press **OK**.

☞ Press **∨**.

☞ Press **OK** to enter the IP address. A cursor (**_**) starts to flash in the right-hand segment (3 figures). Press the **∧** key to increment the value and the **∨** key to decrement it. Once you have set the value for the right-hand segment, press the **<** key to place the cursor in the next segment. Again, press the **∧** key to increment the value and the **∨** key to decrement it. Proceed in the same way for all of the segments. Press **OK** once all the segments have been set up.

☞ Press **∨**.

☞ Enter the subnet mask address in the same way as for the IP address.

☞ Press **∨**.

☞ Enter the gateway's IP address in the same way as for the IP address.

☞ Press the **MENU** key.

Switch your terminal off and then back on again. You have now finished configuring the IP address.

Note: Other print-related settings are described in the Print Functions chapter.

REMOTE CONFIGURATION

You can configure the same settings either remotely or locally.

System requirements

To remotely configure your machine you will need:

- a Web browser (preferably Internet Explorer version 4),
- to make the Local Network settings for your machine (IP address, subnet mask, etc.). You should ask your network administrator for these settings. Once you have this information, please see the paragraph **Local network settings**, on page 3-11 on how to fill out the necessary fields.

Accessing the Web Server

- ☞ Open a Web browser from a PC registered on the network.
- ☞ Enter the IP address of the terminal you want to configure in the **ADDRESS** field.
- ☞ Confirm by pressing **OK**.
- ☞ The welcome window is displayed, choose the interface language.
- ☞ Change the settings of your choice on the screen then confirm.

MESSAGE SERVICE AND THE INTERNET

Your terminal lets you send and receive documents and E-mails from subscribers throughout the world over the Internet.

An E-mail is an electronic message sent over the Internet, to an E-mail address (which is a personal Internet mailbox).

Access to the Internet is possible thanks to an Internet service provider (ISP). The provider puts at your disposal a server, or computer system which allows you to connect to the Internet and your mailbox through your telephone line.

Before worldwide transmission, you must:

- **take out an Internet subscription** from an Internet Service Provider (ISP),
- check that all **initialisation parameters correspond** to those provided by your ISP,
- perform the proper **settings**, if needed, for the Internet connection.

You may then **connect** yourself to the Internet via your ISP **to send and receive** fax-Internet or E-mails. Both operations will be performed during an Internet connection.

INITIALISATION PARAMETERS

You must **define** or, **at least check** all parameters needed to identify yourself with the Internet. Your ISP will provide you with these parameters as soon as you are registered with them.

The parameters are divided in four categories:

- **connection**, allows you to identify the dial up number, the connection identifier and the connection password,
- **message service**, allows you to define the message service identifier, the message service password and the E-Mail address,
- **servers**, allows you to identify the name of the IP address of Internet SMTP providers (send) and POP3 (MBX reception) and the address of DNS 1 and DNS 2 servers. The server address is made up of 4 groups of 3 digits maximum, separated by dots.
- **SMTP Authentication**, used to activate the authentication protocol when the SMTP server used requests this to end e-mails.

Access to connection and message service parameters

▼ 91 OK - INTERNET / SUPPLIER

- ☞ Select the Internet provider from the list **NO ACCESS**, **PROVIDER_1**, **PROVIDER_2**, **PROVIDER_3**, **PROVIDER_4**, **PROVIDER_5**, **PROVIDER_6** or **LOCAL NETWORK**, and press **OK**.

Choosing **NO ACCESS** disables access to Internet functions.

▼ 92 OK - INTERNET / INIT. PROVIDER

▼ 921 OK - INTERNET / INIT. PROVIDER / CONNECTION

- ☞ Enter the **CALL NUMB.**, press **OK**.
- ☞ Enter connection **IDENTIFIER**¹, press **OK**.
- ☞ Enter connection **PASSWORD**, press **OK**.

▼ 922 OK - INTERNET / INIT. PROVIDER / MESS. SERV

- ☞ Enter Email **IDENTIFIER**, press **OK**.
- ☞ Enter Email **PASSWORD**, press **OK**.
- ☞ Enter **E-MAIL ADR**, press **OK**.

Access to servers parameters

▼ 923 OK - INTERNET / INIT. PROVIDER / SERVERS

- ☞ Enter **SMTP**, press **OK**.
- ☞ Enter **POP3**, press **OK**.
- ☞ Enter **DNS 1**, press **OK**.

Access to the authentication SMTP parameters

▼ 924 OK - INTERNET / INIT. PROVIDER / SMTP AUTHENT.

In the **ACTIVATION** menu, select **WITH** to activate **SMTP** authentication then validate with **OK** key.

In the **PARAMETERS** menu, select **ID.MESS.SERV** to keep the same identification parameters as in the messaging service or **AUTHENT. SPEC.** to define other identification parameters, then validate with Access to SMTP authentication parameters by pressing **OK** key. When you select **AUTHENT. SPEC.**, carry out the two following operations:

- ☞ Enter the **IDENTIFIER** then validate with **OK** key.
- ☞ Enter the **PASSWORD** then validate with **OK** key.

1. If the identifier has more than 16 characters, the text will automatically slide over to the left.

Sample Internet settings for the terminal (56 kbps modem)

Your access provider should give you the following information:

CALL NUMBER:	08 60 00 10 00
CONNECTION IDENTIFIER:	sg048944@wn.net
CONNECTION PASSWORD:	*****
MESSAGE SERVICE IDENTIFER:	demo jt12
MESSAGE SERVICE PASSWORD:	*****
E-MAIL ADDRESS:	demo2@gofornet.com
SERVER:	
SMTP	mail.gofornet.com
POP	mail.gofornet.com
DNS 1	103.195.014.001
DNS 2	103.195.014.002

Non-functional data given by way of example.

You should then complete the following MENUS on your fax machine:

91	SUPPLIER	PROVIDER 1
----	----------	------------

CONNECTION

9211	CALL NUMB.	0860001000
9212	IDENTIFIER	sg048944@wn.net
9213	PASSWORD	*****

MESSAGE SERVICE

9221	EMAIL ID	demo jt 12
9222	EMAIL PASSWORD	*****
9223	E-MAIL ADR	demo2@gofornet.com

SERVERS

9231	SMTP	mail.gofornet.com
9232	POP3	mail.gofornet.com
9233	DNS 1	103.195.014.001
9234	DNS 2	103.195.014.002

SMTP AUTHENT.

9241	ACTIVATION	With or Without
------	------------	-----------------

Your terminal is now configured.

SETTINGS

The settings are divided into several categories:

- the **standard settings** define the connection type and frequency to the Internet as well as the transmission type for your documents,
- the **E-mail sorting** defines treatment for all stored E-mail messages received.

Standard settings

Your machine has two types of settings that let you define:

- **The type and frequency of the connection** to your ISP.

SET TIMES	an Internet connection is established every day at 9:00 am, 12:30 am and 5:00 pm ^A
PERIODIC	an Internet connection is established every 3 hours ¹ . (default value)
ON DEMAND	an Internet connection is established at your request by IMMED. ACCESS (please see the paragraph Internet Connection , on page 3-23)

A. To avoid Internet access saturation, the automatic connection will occur in reality 12 minutes, give or take, around the requested time.

- **Type of transmission** over the Internet.

IMMEDIATE	document transmission will occur immediately at each transmission request
DURING CONNECTIONS	transmissions will only occur at programmed connections SET TIMES or PERIODIC TYPE

At any moment you may **print** the settings of your machine to know their status.

Selecting the connection type

▼ 941 OK - INTERNET / SETTINGS / CONNEX. TYPE

-  Select one of the connection options among **SET TIMES**, **PERIODIC** or **ON DEMAND** and press **OK** to confirm.

Selecting the transmission type

▼ 942 OK - INTERNET / SETTINGS / SEND TYPE

 Select one of the send options **IMMEDIATE** or **DURING CNX** then press **OK** to validate.

Changing the connection period (PERIODIC type)

▼ 943 OK - INTERNET / SETTINGS / PERIOD

 With the **PERIODIC** mode, enter the new connection period by means of the numerical keypad (between 00:01 am and 11:59 pm) and press **OK** to confirm.

An Internet connection will be established every three hours (default value).

Modifying the connection time(s) (SET TIMES type)

▼ 943 OK - INTERNET / SETTINGS / TIME SETTINGS

 After selecting the **SET TIMES** mode, use the **▲** and **▼** keys to place the cursor under the figure to be modified. Enter the new connection time(s) by means of the numeric keypad (value between 00:01 and 23:59) and validate with the **OK** key.

Selecting the print mode for the deposit notice

▼ 944 OK - INTERNET / SETTINGS / DEPOSIT NOTI

 Select one of the deposit notice options **WITH**, **WITHOUT**, **ALWAYS** or **ON ERROR** and press **OK** to confirm.

Choosing the address to which an e-mail will be sent

▼ 945 OK - INTERNET / SETTINGS / E-MAIL ADR

 Enter the e-mail address then confirm using the **OK** key.

Printing the Internet settings

▼ 946 OK - INTERNET / SETTINGS / PRINT

The Internet settings are printed.

These settings may also be printed together with all the other settings of your machine (please see the paragraph **Printing the machine settings**, on page 5-28).

Mail sorting

This function lets you choose the mode for all Internet documents stored in your mail box.

You have three choices:

F@X ONLY, lets you poll and print E-Mails in your machine.

- **PC ONLY**, lets you keep your E-Mails in you mailbox for later use with a computer (no E-Mail poll),
- **SHARE PC** lets you:
 - if your PC and fax have two different addresses, transfer all mails or only those with attachments to a PC,

- if your PC and fax share the same address, use the fax as a printer for E-Mails for the PC.
▼ **96 OK - INTERNET / MAILS SORT**

F@X Only mode

- ☞ Select option **F@X ONLY** and press **OK** to confirm.
- All E-Mails are polled and printed.

PC Only mode

- ☞ Select option **PC ONLY** and press **OK** to confirm.
- The E-mails are neither polled nor printed and they may be used with a computer.
At each connection, the number of E-mails in your mailbox is displayed on the screen.

Share PC mode

- ☞ Select option **SHARE PC** and press **OK** to confirm.
- You may choose to transfer your E-mails to a PC or use the fax as an E-mail printer.

To transfer the E-Mails to a PC:

- ☞ Select option **WITH PC TRANS.** and press **OK** to confirm.
- ☞ Enter the E-Mail address of the computer you wish to transfer your E-Mail and press **OK** to confirm.
- ☞ Select your option from the table below and press **OK** to confirm.

Menu	Description
SEND ALL MAILS	All E-Mails are sent to the PC.
UNUSABLE ATTAC	The fax machine polls and prints the usable E-mails and transfers to the PC mailbox all the E-mails containing attachments it cannot use.

To use the fax as an E-Mail printer:

- ☞ Select option **W/O PC TRANS** and press **OK** to confirm.
- ☞ Select your option from the table below and validate with **OK**.

Menu	Description
DELETE MAILS	The E-mails opened and read by the fax (w/o attachment) are erased after the fax has printed.
SAVE MAILS	The E-mails opened and read by the fax are not erased.

At each connection, the number of E-mails still present in your mailbox are displayed on the screen.

INTERNET CONNECTION

An Internet connection is made with an ISP. It allows both document sending and reception while connected.

A connection takes place the following way:

- Send to one or more of your subscriber's Internet mailboxes, all fax-Internet documents waiting for transmission.
If you are sending to a computer, the transmitted fax will be received as an attachment to an E-Mail.
- Reception of all fax-Internet and E-Mails deposited in your personal Internet mailbox.

You may connect either **immediately** or automatically depending on the time periods defined. The triggering of a **programmed Internet connection** depends on the standard settings of your machine.

Immediate connection to the Internet

There are two methods to immediately connect to the Internet:

Access through the menu:

▼ 93 OK - INTERNET / IMMED ACCES

Direct access:

 Press the @ key twice.

Programmed connection

An automatic connection to the Internet depends on how your machine is programmed and more particularly on the standard settings (please see the paragraph **Standard settings**, on page 3-20).

DEACTIVATING THE INTERNET FUNCTION

If you do not wish to use the Internet functions:

▼ 91 OK - INTERNET / SUPPLIER

 Select **NO ACCESS** in the ISP list and confirm with **OK**.

THE SMS SERVICE

Thanks to the **SMS** button you can send an SMS to subscribers all over the world. An SMS (Short Message Service) is a service which permits short written messages to be sent to mobile phones or other SMS-compatible devices.

The number of characters you can send per message is dependent upon the service provider and the country you are sending your SMS from (e.g. Germany 160 characters, Italy 640 characters).

The SMS service is dependent upon the country and the service provider.

Caution- There is a special scale of charges for the SMS service.

SMS PARAMETERS

This menu is used to set several options:

- automatic SMS print on reception,
- beep activated during SMS reception,
- send your details activated,
- the address of your terminal.

The address is only modified if several terminals are installed on your line. It is used to differentiate between two machines during SMS reception.

When you want a contact to send SMSs to the terminal you choose, you must send him your line number and the destination terminal address.

If your contact does not add the address of the terminal, the SMS will be received in the terminal with address 0.

▼ 45 OK - SMS SERVICE / PARAMETERS

 Automatic print of SMS received

▼ 451 OK - SMS SERVICE / PARAMETERS / AUTO PRINT

 Select the option **WITH** or **WITHOUT** automatic print, then validate with **OK** key.

 Beep activated on SMS reception

▼ 452 OK - SMS SERVICE / PARAMETERS / SMS BEEP

 Select the option **WITH** or **WITHOUT** beep on reception, then validate with **OK** key.

 Presentation of SMS sender

▼ 453 OK - SMS SERVICE / PARAMETERS / SENDER NAME

 Select the option **WITH** or **WITHOUT** presentation of the sender, then validate with **OK** key.

 Terminal address

▼ 454 OK - SMS SERVICE / PARAMETERS / TERM. ADDR.

 Enter the terminal number, then validate with **OK** key.

SENDING AN SMS

To send an SMS to any SMS-compatible devices:

 Press the **SMS** key.

 Write your SMS by means of the Qwerty keypad.

To do so, you have a true editor at your disposal:

- For the **upper case letters**, use the **↑**,
- To **move** inside the data entry field, use the **▲** or **▼** keys,
- To **move** in the text from one word to another, press the **CTRL** key and one of the navigator keys,
- To **go** to the next line, use the **↵** key,
- To **delete a character** (by moving the cursor to the left), use the **←** or **C** key.

 Press the **SMS** key to confirm your entry.

Dial the number of the recipient (mobile phone or any other SMS-compatible device) in one of the following ways:

- Dial the number by means of the numerical keypad,
- Enter the first letters of the recipient name,
- Press the  key until the required name appears (names are classified in alphabetical order).
- Press the  key to send the SMS.

Your SMS may be sent to only one person or to several people. To send an SMS:

- To only one person, press the **SMS** key to confirm.
- To several people:
 - Press the  key and enter the next person's name,
 - Repeat the operations as many times as required (10 persons max.). Press the **SMS** key to confirm, **SENDING SMS** is displayed as the SMS is being sent.
- If SMS appears, then the SMS has been put on hold and a further attempt will take place a couple of minutes later. To immediately execute or cancel transmission, please see the paragraph **Transmission waiting queue**, on page 5-11.
- To check the SMS has been sent properly, you may print the transmission/reception log (**▼ 52 OK - PRINT/LOGS**, p. 2-7).

ERASE AN SMS

Proceed as follows to erase an SMS:

▼ 43 OK - SMS SERVICE / DELETE SMS

☞ Select the messages to erase.

▼ 431 OK - SMS SERVICE / DELETE SMS / SELECTION

☞ Select **SELECTION** using keys ▲ and ▼ and validate with **OK** key.

☞ Select a message using keys ▲ and ▼ and validate with **OK** key.

☞ Erase messages already read

▼ 432 OK - SMS SERVICE / DELETE SMS / SMS READ

☞ Select **MESSAGES READ** using keys ▲ and ▼ and validate with **OK** key.

☞ Confirm with **OK** key.

☞ Erase all messages from memory.

▼ 433 OK - SMS SERVICE / DELETE SMS / ALL

☞ Select **ALL** using keys ▲ and ▼ and validate with **OK** key.

☞ Confirm with **OK** key.

SMS RECEPTION

SMS messages received are automatically printed (you can modify this setting with ▼ **451 OK** Auto print). If you disable automatic printing, the messages are automatically stored in the memory.

SMS read

☞ Access by menus:

▼ 42 OK - SMS SERVICE / READ SMS

- **Direct access**

☞ Press key **SMS**.

☞ Select **READ SMS** using keys ▲ and ▼ and validate with **OK** key.

☞ Select a message using keys ▲ and ▼ and validate with **OK** key.

☞ Scroll messages using keys ▲ and ▼.

Print an SMS

☞ Access by menus:

▼ **44 OK - SMS SERVICE / PRINT SMS**

- **Direct access**

☞ Press key **SMS**.

☞ Select **PRINT SMS** using keys ▲ and ▼ and validate with **OK** key.

☞ Select **SELECTION** (to choose messages to print), **NEW** (to print all unread messages) or **ALL** (to print all messages in memory) using keys ▲ and ▼ and validate with **OK** key.

☞ Confirm with **OK** key.

SMS SERVER

This menu is used to set the transmission and reception numbers of your SMS centers. They will be provided by your access provider. You can define two SMS centres, one main and one secondary. The secondary centre may only be used for SMS reception.

Access to server mode

▼ **46 OK - SMS SERVICE / SERVER**

Define SMS centre numbers 1

▼ **461 OK - SMS SERVICE / SERVER / SMS CENTRE 1**

Define send number

▼ **4611 OK - SMS SERVICE / SERVER / SMS CENTRE 1 / SEND NO**

☞ Enter the send number of your main SMS centre, then validate with **OK** key

Define reception number

▼ **4612 OK - SMS SERVICE / SERVER / SMS CENTRE 1 / RECEIVE NO**

☞ Enter the reception number of your main SMS centre, then validate with **OK** key.

Define SMS 2 Centre numbers

▼ **462 OK - SMS SERVICE / SERVER / SMS CENTRE 2**

Define reception number

▼ **4621 OK - SMS SERVICE / SERVER / SMS CENTRE 2 / RECEIVE NO**

☞ Enter the reception number of your secondary SMS centre, then validate with **OK** key.

4 DIRECTORY



Your fax lets you create a directory by memorising **subscriber records** and **subscriber lists**.

- Your machine can store up to **500 subscriber records** with names and phone numbers.
- You may also group several names to build a subscriber list with up to **32 subscriber lists**.
A subscriber list is made from the subscriber records already stored.

For **all subscriber records or subscriber lists** you may:

- Create
- Consult
- Modify contents
- Delete
- Print the directory

You may save and if needed load your directory. This gives you access to functions **161** and **162** (please see the paragraph **Guide to function list** on page 2-5). To proceed, you need to contact your reseller and purchase the optional kit "Directory save card".

CREATING SUBSCRIBERS RECORD

For each contact record, complete the fields listed below. **Only** fields with the **Name** and **Telephone** number have to be **completed**:

- Contact **NAME**,
- **TEL** and fax number of contact,
- **E-mail** address, example: **dupont@messagerie.com**,

or

- **FTP** address, example: **134.1.22.9**

or

- network **sharing** address: an IP address (for example **134.1.22.10**) or NetBIOS name (for example **PC1015687**).

Note: If you have not entered an e-mail address, then you have the possibility of entering an FTP address (for archiving purposes).

If you have entered neither an E-MAIL address nor an FTP address, you can enter a network sharing address for archiving (address of the terminal on which the directory is shared).

- **FORMAT:** by default, the attachment is PDF or Image (.tiff or .jpeg)
- **RECORD NUMBER:** this number is automatically allocated by the fax (you can, none the less, modify it). It gives you quick access to the directory,
- **RATE** send fax you can choose for each contact the minimum send rate for faxes you send to him. Available rates are 2400, 4800, 7200, 9600, 12000, 14400 and 33600 bits per second. The maximum speed can be used if the telephone line is of good quality, meaning appropriate, without echo.

Note: If a contact has the two fields **TEL** and **E-MAIL** completed, the validation key (◊ or @) will define whether the document is sent **by telephone network or via the internet**.

ADDING A RECORD

▼ 11 OK - DIRECTORY / NEW CONTACT

☞ Your fax has just created a new record, fill in it by first entering your subscriber's name then validate with **OK**.

To associate an e-mail address:

Note: You can stop the list creation at any time by pressing Ⓢ.

☞ Enter the person's fax number¹ and press **OK** to confirm.

☞ Enter the E-Mail address of your subscriber and press **OK** to confirm.

☞ Define the format of the attachment (Image or PDF) and validate with **OK**.

1. If your machine is connected to a PABX, you may need to insert a pause for dial tone (symbolised by the sign / in the number) **except** if a local prefix is already programmed (see § Local Prefix)

- ☞ Your subscriber's ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.
- ☞ Select the option **WITH** assigned key if you want to assign a letter (shortcut key) to your subscriber. The first available letter appears by default. If you want to change it, scroll the letters by means of the ▼ or ▲ keys, and press **OK** to confirm.
- ☞ If need be, select the appropriate transmission speed to send your faxes, and confirm your choice by pressing the **OK** key.

Or to associate an FTP address:

- ☞ Do not enter the e-mail address.
- ☞ Enter the FTP address of the contact, then validate with **OK** key (for example: 134.1.22.9).
- ☞ Enter the FTP user name (for example: Durand).
- ☞ Enter the **PASSWORD** of the FTP user.
- ☞ If necessary, enter the file destination directory (when this field is not completed, the files are stored directly under the root) of the FTP server (for example: server name / Durand).
- ☞ Define the attachment format (Image or PDF) **OK**.
- ☞ A number allocated to your contact will be automatically displayed on the screen. If you do not want to use this number, it can be modified by entering another number, then validating with **OK** key.
- ☞ Select the option **WITH** the associated key if you want to associate a letter (shortcut key) with your contact. The first letter free is displayed by default. If you want to modify this, scroll through the alphabet by using ▼ or ▲ keys, then validate your choice with the **OK** key.
- ☞ Select, if necessary, the appropriate send rate for a fax intended for your contact, then validate your choice with the **OK** key.

Or, to create a shortcut to a network sharing address:

- ☞ Do not enter an e-mail address or an FTP address.
- ☞ Enter the IP address or the NetBIOS name of the contact for the Scan to Disk function, then validate with the **OK** key (for instance: 134.1.22.10).
- ☞ Enter the domain name followed by the user name for login on the network, and separated by \ (for instance : Domain\UserName).
- ☞ Enter the password for login on the network.
- ☞ Enter the file destination directory.
- ☞ Define the format of the attachment (Image or PDF) and validate with **OK**.
- ☞ A number is attributed to your contact and appears automatically on the screen. If this number does not suit you, you can modify it by entering another unused number and validating it with the **OK** key.

- ☞ Select the option **WITH** shortcut key if you want to link a letter (shortcut key) to your contact. By default, the first available letter is shown. If you want to change it, scroll through the alphabet by means of the ▲ or ▼ key, then validate with the **OK** key.
- ☞ If required, select the appropriate transmission rate for faxes to your contact, and validate your selection with the **OK** key.

CREATING SUBSCRIBERS LISTS

A subscriber list is made from the subscriber records already stored.

For each list fill in the following lines:

- **NAME** of the list
- **NUMBER ASSIGNED** to the list, this number is automatically assigned by the fax. It allows quick access to the answering machine
- **LIST COMPOSITION**, its lists the ID numbers assigned to the subscribers records included in the list
- **LIST NUMBER**, a number lets you identify the list filed under (L)

A list may include both fax and internet subscribers.

The same subscriber may be included in different lists.

Caution - It is impossible to add one subscriber list to another subscriber list.

ADDING A LIST

To add a list:

▼ 12 OK - DIRECTORY / NEW LIST

- ☞ Your fax machine has just created a new list, fill it in by first entering the name of this list then confirm with **OK**.

Note:

You can stop a list or record creation at any time by pressing ⏏. Also, you do not have to complete all the list characteristics as you create it; you can save the list as it is by pressing ⏏.

The empty field **ENTER ABR. NUM.** appears, you must fill in the ID numbers assigned to the subscriber records included in this list.

- ☞ There are three ways detailed in the table below, to choose and add one or more subscribers to your list. Then confirm your choice by pressing **OK**.

From ...	Procedure
subscriber's name	☞ With the alphanumeric keypad enter the first letters of your subscriber's name and continue until the whole name is displayed on the screen.

From ...	Procedure
subscriber's ID number	☞ Enter directly the subscriber's ID number.
subscribers directory	☞ Press  key then select by means of the ▼ or ▲ keys.

☞ For every subscriber included in the list repeat the above step then validate with **OK**.

Note: you can stop record creation at any time by pressing .

☞ The list ID number will automatically appear on the screen. If you wish to modify this number you may do so by choosing another free number and validate with **OK**.

☞ Press  to confirm your entry.

ADDING OR DELETING A NUMBER FROM THE LIST

▼ 13 OK - DIRECTORY / MODIFY

☞ Select the subscriber list (L) by means of the ▼ or ▲ keys and validate your choice with **OK**.

☞ Press **OK** to display the **ENTER ABR. NUM.** field, and add or delete the subscriber as shown in the table hereafter:

To ...	Procedure
add	<p>☞ Enter the subscriber ID number you wish to add and confirm with OK.</p> <p>☞ Repeat this step for each added subscriber you want to add.</p>
delete	<p>☞ Place the ▼ or ▲ keys on the number you wish to delete.</p> <p>☞ Press C key to delete the number assigned to the list.</p> <p>☞ Repeat these 2 steps for each subscriber you wish to delete from the list.</p>

☞ Confirm the new list by pressing  key.

CONSULTING A RECORD OR A LIST

☞ Press  key.

The directory appears in alphabetical order.

☞ Select the subscriber record or subscriber list (L) you wish to consult.

MODIFYING A RECORD OR A LIST

▼ 13 OK - DIRECTORY / MODIFY

The directory appears in alphabetical order.

☞ Use the ▲ or ▼ keys to select the subscriber list (L) you wish to modify and press **OK** to confirm.

☞ Modify the line or lines in the subscriber record or subscriber list and confirm each modification with **OK**.

Note:

You may confirm your modification by pressing  key , but you will exit the menu and may not be able to modify the following lines.

DELETING A RECORD OR A LIST

▼ 14 OK - DIRECTORY / CANCEL

The directory appears in alphabetical order.

☞ Use the ▲ or ▼ keys to select the subscriber record or subscribers list (L) you wish to delete and confirm with **OK**.

☞ Press again **OK** to confirm your deleting.

The record or list is deleted from the directory.

PRINTING THE DIRECTORY

You may print all the numbers stored in the directory, including all the existing subscriber records or subscriber lists.

To print the directory:

▼ 15 OK - DIRECTORY / PRINT

The directory is printed in alphabetical order.

IMPORTING A DIRECTORY

You can import an existing directory of contacts into your fax machine as an electronic file. This file must be in a specific format and must not comprise more than 500 entries.

The process of importing a directory uses electronic mail as the transfer mechanism. The electronic file containing the directory is received and processed as an e-mail attachment.

Caution - Importing a new directory completely overwrites any existing directory entries.

THE FILE STRUCTURE

The electronic file containing the data in the directory must be structured into lines or records each comprising five fields separated from one another by a unique character (a tab stop, a comma or a semi-colon). The lines themselves are separated by a line break (carriage return).

Fields	Contents
Name	A unique identifier in your directory, up to 20 characters long. This field is mandatory; the name should not include the field separator character.
Fax number	Your contacts' fax number, without spaces or dots, can be up to 30 characters long (including any * and # characters). This field may be left empty, for instance, in the case of contacts to whom you only send e-mails.
E-mail address	Your contacts' e-mail address. Can be up to 80 characters long, but must not comprise the field separator character. Any other characters may be used in this field, which can also be left blank.
Shortcut key	A capital letter (A to Z), unique to the directory, which is associated with a specific contact and enables quick selection. As with the two previous fields, this field can be left blank.
Speed	The fax transmit speed over the PSTN. If you do not specify a value, the default speed is the maximum speed. This field may be left blank if all your fax transmissions are handled by a fax server.

Caution - You must enter a value for at least one of the **Fax number** or **E-mail address** fields. To enter a blank line, key in four field separator characters in a row.

For example:

Smith;0123456789;jsmith@isp.co.uk;J;8

Jones;01987654321;;@;8

O'Connor;0123469874;d.oconnor@hello.net;U;8

Note: @ alone is the indication that no associated key is assigned to the entry.

The rate is coded on a number, see the following board:

Rate	Code number
600	7
1200	6
2400	5
4800	4
7200	3
9600	2
12000	1
14400	0
33600	8

Caution - You must always enter the field separator character, even if one or more of the fields are left blank. In the example above, which uses a semi-colon as a separator, the entry for "Jones" lacks both E-mail address and shortcut key.

PROCEDURE

To import a directory:

▼ 17 OK - DIRECTORY / IMPORTATION

- ☞ Select **WITH** to authorise the importation of a directory.
- ☞ Create your directory on a PC in a file whose structure corresponds to that set out above. In order to be recognised as a directory, the file name must include the word **directory** and must have a **.csv** extension. For example: **smithdirectory01.csv**, **jonesdirectory.csv**, or simply **directory.csv**.
- ☞ Create an e-mail addressed to your fax E-mail address, attach the file to it, and send your message via your mail server.
- ☞ Your fax will receive the e-mail containing the directory when it connects to the mail server, and will automatically import the attached file into its directory.
- ☞ Repeat the procedure as many times as required, for instance to update all the LAN faxes on your network with the same directory.

Caution - Importing a new directory completely overwrites any existing directory entries on the fax machine. Once your fax machine has a complete directory, we advise you to disable importing in order to protect the data already on the fax.

To disable importing:

▼ 17 OK - DIRECTORY / IMPORTATION

- ☞ Select **WITHOUT** to prevent users from importing a directory.

EXPORTING A DIRECTORY

You may also export a directory from a fax machine as a text file, and send it to any mail client (be it PC or fax based), in the form of an e-mail attachment entitled **directoryxxx.csv**.

To export the directory:

▼ 18 OK - DIRECTORY / EXPORTATION

- ☞ Key in the e-mail address of the PC or other fax machine to which you want to export the directory. You may export a directory to several fax machines simultaneously (please see the paragraph **Dialling** on page 5-3).
- ☞ Confirm by pressing **OK**.
- ☞ Repeat the procedure as many times as required, for instance to update all your fax machines or send the same file to several PC users on your local network.

LDAP SERVER

The LDAP server allows you to access a directory server, for contacts or lists of contacts (maximum 500 recipients).

The LDAP function can be switched on only once there are at least 50 free entries in the unit's local directory. If this is not the case a message will ask you to delete the necessary number of entries.

CONFIGURATION

▼ 191 OK - DIRECTORY / LDAP SERVER / ADDRESS

 Enter the IP address or the server name and press the **OK** key to confirm.

▼ 192 OK - DIRECTORY / LDAP SERVER / IDENTIFIER

 Enter the identifier for connecting to the server and press the **OK** key to confirm.

▼ 193 OK - DIRECTORY / LDAP SERVER / PASSWORD

 Enter the password for connecting to the server and press the **OK** key to confirm.

▼ 194 OK - DIRECTORY / LDAP SERVER / DN BASE

 Enter the database name and press the **OK** key to confirm.

▼ 195 OK - DIRECTORY / LDAP SERVER / PORT

 Enter the port number for connection to the server and press the **OK** key to confirm.

ACCESSING SERVER CONTACTS

When the LDAP function on your terminal is switched on, you can send documents or e-mails to contacts in the server's directory.

This is what happens when you search for a contact: when you enter the first letter of the recipient's name, all the entries in the server's directory which begin with this letter will be alphabetically added to the local ones.

If there are too many entries on the server, a message will ask you to enter more of the letters in the name to refine the search.

Note:

If a list contains too many recipients, a message will inform you that the list cannot be used.

ADDING A SERVER CONTACT TO THE LOCAL DIRECTORY

On the Change menu:

▼ 13 OK - DIRECTORY / MODIFY

- ☞ Use the ▲ or ▼ arrows to select the server contact to add to the local directory and press the **OK** key to confirm.
- ☞ Change the desired field(s) in the contact's file and press the **OK** key to confirm each change.
- ☞ When you reach the last setting: choose the **Local** option instead of **Remote** and press the **OK** key to confirm.

Note:

You can confirm your changes by pressing the ◊ key, but in that case you exit the menu and you do not have access to the following fields.

5 OPERATION



SENDING

Faxes sent over the telephone network are sent from the feeder or the memory.

Documents sent over the Internet are first memorised and sent at the time of Internet connection.

Over the telephone network, your faxes are transmitted in black and white or in colour.

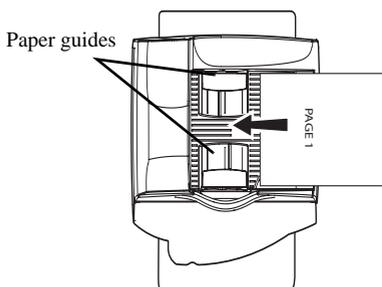
Internet can be used to send black and white or colour documents (TIFF, PDF or secure PDF format).

If you choose "Secure PDF" you must type a password. This password will be required afterwards in order to allow the document to be displayed on your PC.

DOCUMENT DEPOSITING

Scanner

From the automatic feeder tray



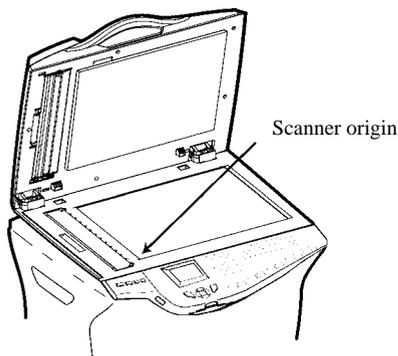
- ☞ Place your original documents in the document feeder:
 - face printed on the top,
 - first page under the stack.
- ☞ Set the paper guide to the document width.
- ☞ Once the operation is over, take your original documents back from the document exit tray.

Caution - If you put the documents to send upside down, the contact will receive a blank page.

Remark:

Since the addressee's number is generally on the document to be transmitted, you may also dial before positioning the document.

From the flat scanner



- ☞ Using the handle, lift up the document feeder tray.
- ☞ Put your document, with the printed face down on the scanner window. The scanner origin is located at your end, to the left, as shown opposite.
- ☞ Once the operation is complete, lift the document feeder tray and recover your document.

SELECTING RESOLUTION/CONTRAST

Selecting black-and-white or colour

Black and white or colour mode is selected by pressing the  key.

Resolution

You have several scan modes available to send your documents.

The choice of the mode depends on the document to be sent:

- **Normal** mode,  **N**, is to be used for good-quality documents without drawings or small details,
- **Fine** mode,  **F**, below the display screen, is to be used for documents that include drawings or small characters,
- **Super Fine** mode,  **SF**, is to be used for documents that include drawings (with very thin lines) or very small-size characters (on condition that the receiving fax can reproduce them),
- **Photo** mode,  **P**, is to be used for photographic documents (except those in colour).

To select the resolution mode:

- ☞ Press  key as many times as necessary to select the required mode. An icon on the screen shows the current mode.

Contrast

You can set the contrast if your document is too light or too dark. If the document is light, you must raise the contrast and if it is dark, you must reduce it.

To set the contrast:

- ☞ Press  as many times as necessary to choose the desired contrast, as shown by the position of a cursor.

DIALLING

From the directory

Dialling alphabetically

- ☞ Enter the first letter of your subscriber's name with the alphanumeric keypad, then add the remaining letters until your subscriber's name is complete.

Assigned number dialling

- ☞ Press  key

Your fax displays the names of your correspondents and the lists of correspondents in the address book in increasing alphabetical order.

then

- ☞ Use the ▲ or ▼ keys of the browser to scroll through the correspondents and lists of correspondents, and to select the correspondent or list of correspondents you require.

or

- ☞ Press  key

Then press the letter assigned to the subscriber (please see the paragraph **Adding a record**, on page 4-2).

The screen displays the corresponding name.

or

- ☞ Enter the subscriber or subscriber list assigned number.

The screen displays the name of the subscriber or subscriber list assigned to this number.

Using the last number dialled key

You can redial one number among the ten last numbers you just dialled before.

For a fax number (Tel in the Directory)

- ☞ Press the  key.

The screen displays the last number used.

- ☞ Use the ▲ or ▼ keys of the browser. The first time you press one of these keys, the last recorded number is displayed. If needed, you can also either enter a new fax number or select another number in the list.

- ☞ The screen displays:

BIS ??
TO: _

- ☞ Press the @ key.

- ☞ The screen displays:

BIS ??
ADDRESS

- ☞ Use the ▲ or ▼ keys: the screen displays the last e-mail address used by the browser, to select another e?mail address if required. Once you have made your choice, press the @ key to validate your selection

To multiple numbers

You may dial to send a document simultaneously to multiple call numbers.

Caution - This may be achieved only if the machine is parametered to send from the memory (please see the paragraph **Document feed type**, on page 3-4).

- ☞ Enter the fax or E-mail address, or use the Directory (refer to above paragraphs).
- ☞ Press  key and enter the number of the second subscriber or second subscriber list
- ☞ Repeat this last step for all subscribers or subscriber lists (maximum 10 subscribers or subscriber lists).
- ☞ Press **OK**, , or **@** to confirm the last addressee depending on the required operation.

TRANSMISSION OVER THE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN)

Immediate transmission

- ☞ Position the document (please see the paragraph **Document depositing**, on page 5-2).
- ☞ Enter the fax number or choose your dialling mode (please see the paragraph **Dialling**, on page 5-3) then press .
The "**Line**" icon flashes during the call phase, it stays lit when both faxes are in communication.
- ☞ At the end of transmission the initial screen is displayed.

Delayed transmission

This function allows you to transmit a document at a later time.

To program a postponed transmission you need to identify the subscriber number, transmission time, feeder type and number of pages.

To delay the transmission time of your document:

- ☞ Position the document (please see the paragraph **Document depositing**, on page 5-2).
- ☞ Select **▼ 31 OK - FAX / TRANSMISSION**.
- ☞ Enter the subscriber number you wish to program at a different time or choose your dialling mode (please see the paragraph **Dialling**, on page 5-3) and confirm with **OK**.
- ☞ Next to the current time, enter the new time and confirm with **OK**.
- ☞ Choose the required **IMAGE** or **PDF** format.
- ☞ Choose **SCAN B & W** or **COLOR SCAN**.

- ☞ Adjust the contrast and confirm by pressing the **OK** key.
- ☞ Select the feed type, **FEEDER** or **MEMORY** and confirm with **OK** (please see the paragraph **Document feed type**, on page 3-4).
- ☞ You may enter the number of pages before transmission and confirm with **OK**.
- ☞ Confirm postponed transmission by pressing \diamond key.

Your document is stored and will be sent at the new time.

Remark: When sending in "Deferred Send" mode, make sure that the document in the feeder tray or on the scanner window is located in the right direction.

Transmission with auto redial

This function allows you to monitor the dialling operation during a fax transmission. In this case, the maximum transmission rate will be 14400 bps.

This function allows for example:

- To hear if the subscriber's fax is engaged and if so, choose the moment when the line is clear to start the document transmission.
- To control the communication progress in case of uncertain numbers, etc.

To take the line manually:

- ☞ Place the document in the fax feeder.
- ☞ Press \llcorner .
- ☞ If necessary, set the sound level with navigator \blacktriangle or \blacktriangledown keys.
- ☞ If not already done, enter the subscriber number (or please see the paragraph **Using the last number dialled key**, on page 5-4 to call back the last subscriber).

As soon as you hear the remote fax tone, the line is clear and you can start the transmission.

- ☞ Press \diamond to start the document transmission.

If your machine is set in order to print a transmission report (please see the paragraph **Main settings**, on page 3-1), the reduced copy of the document first page will not be printed and it notifies you that the communication is manual.

Rerouting

This function is used to reroute faxes received to a directory contact. To use this function, you have to perform two operations: set the rerouting address of the fax and activate rerouting.

Activate rerouting

▼ 391 OK - FAX / REROUTING / ACTIVATION

- ☞ Using the keys \blacktriangledown or \blacktriangle within the navigator select option **>>3911 WITH**.
- ☞ Confirm with the **OK** key.

Remark: If the function **WITHOUT** is selected the menus **392** and **393** will not be included in the functions overview, when it is printed out.

Set the re-direction contact

▼ 392 OK - FAX / REROUTING / DESTINATION

- ☞ Using the keys ▼ or ▲ within the navigator select the subscriber from the directory (if the directory is empty the display will show **DIRECTORY EMPTY**). Enter the number of the subscriber manually or store the name and related number in the directory (please see the paragraph **Creating subscribers record**, on page 4-2).

Remark:

You may forward a fax to the e-mail address of the subscriber stored in your directory if the fax is not available. The Fax will then be sent as an attachment in the pre-defined file format (p. 3-10 for the configuration of the attachment files format).

▼ 393 OK - FAX / REROUTING / COPY

- ☞ Using the keys ▼ or ▲ within the navigator select the **COPY** option (local printout of the information relayed to your system) either **WITH** or **WITHOUT**.
- ☞ Confirm with the **OK** key.

Caution - E-mails can only be relayed to e-mail addresses. The configuration of landlines does not provide for relaying to fax machines.

TRANSMISSION OVER THE INTERNET AND THE NETWORK

Scan to email in black and white

- ☞ Position the document (please see the paragraph **Document depositing**, on page 5-2).
- ☞ Press the **@** key and enter the recipient's E-mail address or choose your dialling mode (please see the paragraph **Dialling**, on page 5-3).
- ☞ Adjust the contrast and the resolution if necessary (please see the paragraph **Selecting Resolution/Contrast**, on page 5-3).
- ☞ Press the **@** key.

The document is scanned and memorised, it will be sent at the time of Internet connection. If your contact has a PC, he will receive an E-mail to which your fax is attached in monochrome PDF, protected PDF or TIFF format, depending on the format choice you made. If your subscriber has an Internet fax, he will receive a paper fax.

Scan to email in colour

- ☞ Position the document (please see the paragraph **Document depositing**, on page 5-2).
- ☞ Press the **@** key and enter the addressee's E-mail address or choose your dialling mode (please see the paragraph **Dialling**, on page 5-3).
- ☞ Adjust the contrast and the resolution if necessary (please see the paragraph **Selecting Resolution/Contrast**, on page 5-3).

 Press the  key.

The document is scanned and memorised, it will be sent at the time of Internet connection. If your contact has a PC, he will receive an E-mail to which your fax is attached in colour PDF, protected PDF or TIFF format, depending on the format choice you made. If your subscriber has an Internet fax, he will receive a paper fax.

Text to mail

You can send a typed message to an E-mail mailbox. You can also add an attachment to this keypad message (the attachment is a scanned paper document).

Access through the menu:

▼ **95 OK - INTERNET / E-MAIL**

Direct access:

 Press **@** key.

Then, to send to E-mail address:

 Enter the addressee's E-mail address or choose your dialling mode (please see the paragraph **Dialling**, on page 5-3).

 Enter the address of who you want to receive a copy of the document (CC:), and press **OK** to confirm.

 Enter the object for mail (80 characters max.) and press **OK**.

 Enter the text with the alphabetical keypad (100 lines of 80 characters) and confirm with **OK**.

 To go to the next line, use  key.

 To move from one line to another, press the  or .

Then, you can choose between two options:

 Send the typed mail directly. Press **OK**, the mail is memorised and will be sent at the next Internet connection, validate by pressing the  key. Your subscriber will receive an E-mail.

Add an attachment (scanned document) to your mail:

 Select the scanner to use to scan your document. **SCANNER ADF** (scroll scanner) or **FLAT SCANNER**.

 Validate with **OK** key.

 Select **B&W SCAN** to send a black and white document or **COLOR SCAN** to send a color document, and validate with **OK** key (this setting can be changed at any time during the send procedure, using the colour key).

 Enter the name of the attachment and validate with **OK** key.

 If necessary, change the attachment format: **PDF**, **Protected PDF** or **IMAGE** and validate with **OK** key.

- ☞ If you have started to scan with the flat scanner, the unit will scan the other pages. Put your second page to scan, select **NEXT** and validate with **OK**.
- ☞ Press **@** key.
- ☞ Set contrast and resolution if necessary (please see the paragraph **Selecting Resolution/Contrast**, on page 5-3).
- ☞ Press **@** key.

The document is scanned and the mail sent to memory. It will be sent during the next connection to the Internet. Your contact will receive an E-mail with an attachment.

Multi-contact transmission

- ☞ Multi-contact transmission (transmission to several destinaries at the same time) is not possible by means of the key dedicated to this function.
- ☞ To perform this kind of transmission, you first need to create a group that contains only the shared addresses.
- ☞ Next, perform the same operations as for a transmission to a single address, but instead of selecting a single address, select a group of shared addresses in the directory.

Scan to FTP

The scan to FTP function enables you to put your TIFF, JPEG, Protected PDF and PDF files in an FTP server, for example, for archiving.

To connect to the FTP server, you must know the name of the FTP user and the PASSWORD.

When sending files, the machine connects to the FTP server using the defined connection parameters.

Simply put the file in an FTP server:

- ☞ Put the document in one of the scanners (please see the paragraph **Document depositing**, on page 5-2).
- ☞ Press **PC** key. A choice screen is displayed.
- ☞ Select Scan to FTP with **▲** or **▼** keys then press **OK** key.
- ☞ Enter the FTP address of the server or select it from the directory by pressing the **📖** key.
- ☞ Enter the name of the FTP user (operation prohibited when the address is in the directory).
- ☞ Enter the password of the FTP user (operation not necessary when the address is selected in the directory).
- ☞ Select the scanner to use to scan the document, **SCANNER ADF** (scroll scanner) or **FLAT SCANNER**.
- ☞ Validate with **OK** key.

☞ Select **B&W SCAN** to send a document in black and white or **COLOR SCAN** to send a document in colour. Validate with **OK** key (this setting may be changed at any time during the send procedure with the colour key).

☞ Enter the name of the attachment and validate with **OK** key.

Remark:

To avoid "name collisions", a suffix is automatically added to the name that was entered, and incremented as necessary. If you entered DOCUMENT as the file name, you will find the file archived as, for instance, DOCUMENT000016.pdf.

☞ If necessary, change the attachment format: **PDF**, **Protected PDF** or **IMAGE** et validate with **OK** key.

☞ If you have started to scan with the flat scanner, the unit will scan the other pages. Put your second page to scan, select **NEXT** and validate with **OK**.

Multi-contact sending

Multi-contact sending is not possible with the key dedicated to this function. To make this type of send, you have to create a group containing exclusively the FTP addresses.

Then carry out the same operations as for sending to one address, except that you select an FTP address group in the directory, and not a single address.

Scan to Disk

☞ The Scan to Disk function allows you to place your TIFF, JPEG, Protected PDF and PDF files in a shared directory, on your PC for instance.

☞ To access the shared folder you have to supply a user name and password for login on the network.

☞ When files are to be sent, the machine connects itself to the terminal on which the directory is shared (for instance your PC) using the defined login parameters.

Basic recording of a file in the shared directory:

☞ Place a document in one of the scanners (please see the paragraph **Document depositing**, on page 5-2).

☞ Press the PC key. A selection screen is displayed.

☞ Select **SCAN TO DISK** with the ▲ or ▼ key, then press the **OK** key.

☞ Enter the network sharing address, i.e., the address of the terminal on which the directory is shared and the name of the shared directory (for instance 134.1.22.10\DirectoryName), or select an entry in the directory by pressing the  key.

☞ Enter the network login user name (this operation is inhibited if the address is in the directory).

☞ Enter the network login password (this operation is not necessary if the address is selected in the directory).

☞ Select **B&W SCAN** to send a black-and-white document or **COLOR SCAN** to send a colour document, then validate with the **OK** key (this setting can be changed at any time during the send procedure with the colour key).

☞ Enter the name of the attachment and validate with the **OK** key.

Remark: To avoid "name collisions", a suffix is automatically added to the name that was entered, and incremented as necessary. If you entered DOCUMENT as the file name, you will find the file archived as, for instance, DOCUMENT00016.pdf.

☞ If necessary, change the attachment format (**PDF**, **Protected PDF** or **IMAGE**) and validate with the **OK** key.

☞ If you are using the flat-bed scanner, you can scan more than one page. Place the next page on the scanner, select **NEXT** and validate with **OK**.

Scan to PC (depends on model)

Remark: your machine is provided with a Scan to PC key. This key activates, first of all, the SCAN -TO - PC, function, which associated with the Companion Suite Pro kit makes it possible to send an opening notice of a scan function of a PC connected to your machine. For more information, refer to the User Manual provided with your PC Kit (Companion Suite Pro LH).

TRANSMISSION WAITING QUEUE

This function lets you obtain a recap of all documents queuing, for transmission, including those in deposit or in delayed transmission, etc.

It allows you to:

- **consult** or **modify** the waiting queue. In this waiting queue the documents are coded the following way:
Order number in the queue / document status / subscriber's telephone number.
Documents may have the following status:
 - **TX**: transmission
 - **REL**: relay
 - **DOC**: in deposit
 - **POL**: polling
 - **MBX**: send to mailbox
 - **PMB**: mailbox polling
 - **TR**: ongoing commands
 - **CNX**: Internet connection
 - **NET**: Internet transmission
 - **SMS**: SMS transmission
- **immediately perform** a transmission from the waiting queue
- **print a document** in storage, waiting to be transmitted or in deposit
- **print the waiting queue**, to get the status of each document in the queue, by either:
 - queue order number
 - document name or number
 - scheduled transmission time (fax)

- operation type regarding the document: transmission from memory, delayed transmission, deposit
- number of pages of the document
- document size (percentage of space stored in memory)
- **cancel** a transmission request in the waiting queue.

Immediately perform transmission from the waiting queue

▼ 61 OK - COMMANDS / PERFORM

- ☞ Select the document in the waiting queue and confirm your choice with **OK** or **◇** to immediately perform the selected transmission.

Consult or modify the waiting queue

▼ 62 OK - COMMANDS / MODIFY

- ☞ In the waiting queue select the required document and confirm your choice with **OK**.
- ☞ You may now modify the parameters of the given document then confirm your modifications by pressing **◇** key.

Deleting a transmission on hold

▼ 63 OK - COMMANDS / CANCEL

- ☞ In the waiting queue select the desired document and confirm your choice with **OK**.

Printing a document in waiting or in deposit

▼ 64 OK - COMMANDS / PRINT

- ☞ In the waiting queue select the desired document and confirm your choice with **OK**.

Print the waiting queue

▼ 65 OK - COMMANDS / PRINT LIST

A document called **** COMMAND LIST **** is printed.

CANCELLING A TRANSMISSION IN PROGRESS

Cancelling a transmission in progress is possible whatever the type of transmission but varies depending on whether the transmission is a single call number or a multi-call number.

- For a single call number from the memory, the document is erased from the memory.
- For a multi-call number, only the call number in progress at the time of the cancellation is erased from the transmission queue.

To cancel transmission in progress:

☞ Press  key.

A message will ask you to confirm cancellation by pressing the key  a second time.

☞ Press  key to confirm cancellation in progress.

If your machine is set to print a transmission report (please see the paragraph **Transmission report**, on page 3-4), it will print that the communication was cancelled by the user.

RECEPTION

Reception of all documents **over the telephone network** is done one at a time at fax reception. Document reception **over the Internet** is automatic at each Internet connection.

RECEPTION OVER THE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN)

Fax reception depends on the parameter settings of your machine.

RECEPTION OVER THE INTERNET

Whatever the document received, reception is automatic at each Internet connection.

Incoming documents other than fax files (Word process file, CAD, etc.) may not be opened by your fax. However, you may keep this (or these) document(s) in your Internet mailbox until it is automatically converted by the F@X to Fax service, if you have a subscription or until computer use or automatic transfer (please see the paragraph **Mail sorting**, on page 3-21).

COPYING

Your fax offers to print out one more copies of one or more pages.

You can also make copies in tiled or poster mode. The tiling function allows you to print a number of pages imported from the ADF scanner onto a page, at a reduced scale (there are 2 modes available: 2 scanned pages onto a sheet or 4 scanned pages onto a sheet).

The poster function allows you to do the opposite; in other words you can print a scanned page onto a number of pages (there are 2 modes available: 1 scanned page onto 4 pages or 1 scanned page onto 9 pages).

With your terminal you can make photocopies in front/back mode.

LOCAL COPY

Standard copy

 Position the document (please see the paragraph **Document depositing**, on page 5-2).

 Press the  key twice to make a copy.

Duplex photocopies

Remark: This duplex unit only works with A4 (210 x 297 mm) format paper.

 Press once, the  key .

 When the duplex mode is activated, a pictogram is shown on the screen.

Remark: The internal memories of your terminal can be printed one side only, except in **PAPER SAVE** mode.

 The features available are described in the following table:

ORIGINAL FORMAT	➔	FINAL FORMAT
DUPLEX/DUPLEX	➔	DUPLEX/DUPLEX
ONE SIDE	➔	DUPLEX/DUPLEX
DUPLEX/DUPLEX	➔	ONE SIDE
ONE SIDE	➔	ONE SIDE

"Sophisticated" copy

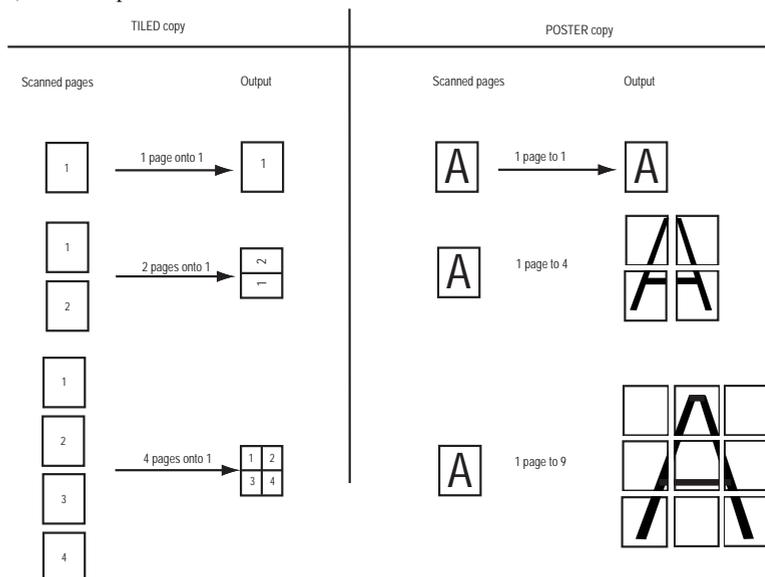
- ☞ Position the document (please see the paragraph **Document depositing**, on page 5-2).
- ☞ Press the  key.
- ☞ A screen that shows the default copy settings is displayed.
- ☞ Modify the settings that you want to change, using the **▲** or **▼** keys to select the field then press the **OK** key.
- ☞ Depending on the setting to be modified, you will have to enter a value, select an option with the **▲** or **▼** keys or make an adjustment with the **▲** or **▼** keys. Once the setting has been made, press the **OK** key to validate. The list of copy settings is described below.
- ☞ Once all settings have been made, press the  key.

List of copy settings:

- The **NUMBER** field allows you to enter the number of copies required.
- The **TYPE** field allows you to select the scan mode: **R/V->R/V** or **RECTO->R/V** or **RECTO->RECTO**.
- The **RESOL** field allows you to select the desired resolution.

In black and white mode the available choices are: **ULT FAST** , **FAST** , **QUALITY**  and **PHOTO** .

The **FORMAT** field allows you to select one of the options for printing in mosaic format (ADF scanner): **1 on 1**, **2 on 1** or **4 on 1** or one of the poster print options: **1 to 1**, **1 to 4** or **1 to 9** (flatbed scanner). See examples below.



- The **CONTR** field allows you to set the desired contrast by means of the **▲** or **▼** keys.

- The **BRIGHTNESS** field allows you to set the desired brightness by means of the ▲ or ▼ keys.
- The **ZOOM** field allows you to set the desired zoom value between **25%** and **400%** by means of the ▲ or ▼ keys or the numerical keyboard.
 - Select a 141 % zoom to obtain A4 format output starting from an A5 original.
The scan width of 149 mm corresponds to A5.
The maximum scan length of 210 mm also corresponds to A5.

Reduction or enlargement depending on formats:

Original format	Final format	Zoom setting in %
LETTER	A4	97
A4	LETTER	94
LEGAL	LETTER	78
A4	A5	71
A5	A4	141

- The **ASSEMBLED** field allows you to select the way the output document is assembled: **COPIES ASSEMBLED** or **COPIES NOT ASSEMBLED**.
- The **ORIGIN** field allows you to adjust the desired origin values.
- The **PAPER** field allows you to select the paper type: **NORMAL, HEAVY, TRANSPARENT, COLOUR** or **RECYCLED**.
- The **TRAY** field allows you to select the paper tray: **AUTOMATIC, UPPER** or **LOWER**.

DESCRIPTION OF ID CARD MODE

The IDENT. CARD copy function is used for copying both sides of an identity card or driving license type document (size < A5) on an A4 format sheet.

This function will be available only from the flatbed scanner for local copy.

The LDC screen will display two messages: one to indicate where the original document should be placed and another to ask the document to be turned over. These messages require validation from the keyboard before the operation can be continued.

No zoom will be applicable for this function.

Selection of the IDENT. CARD copy mode will be possible in the local copy slip. This mode will be accessible only if no paper is detected in the scroll scanner feeder.

 Press the 1 and **OK** keys.

The following will be displayed:

3 1 PAGE TO 9 4>>
4>> ID CARD

 Press the **OK** key.

The following will be displayed:

1>> DUPLEX/DUPLEX

 Press the **OK** key.

The following will be displayed:

2 : RESOL. : FAST
3>> RESOL. : QUALITY

 Press the **OK** key.

The following will be displayed:

CONTRAST

-O..... +

 With keys **▲** and **▼** select contrast.

 Press the **OK** key.

The following will be displayed:

LUMINOSITY
-----O----- +

 With keys **▲** and **▼** select contrast.

 Press the **OK** key.

The following will be displayed:

1 >>NORMAL PAPER
2 THICK PAPER

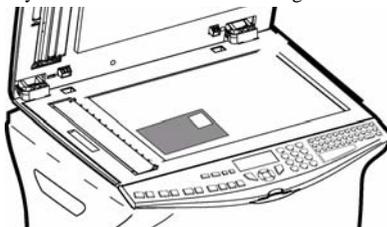
 With keys **▲** and **▼** select paper.

 Press the **OK** key.

The following will be displayed:

PUT ID. CARD
THEN OK

 Insert your identity card flatbed on the scanner's glass.



The following will be displayed:

COPY IN PROGRESS

Then, once the document has been scanned:

**TURN OVER DOC
THEN OK**

 Lift the flatbed scanner flap, turn over your card then close the flap.

The following will be displayed:

COPY IN PROGRESS

Your fax machine will then print your card.

SPECIFIC COPY SETTINGS

When the copy quality is no longer satisfactory, you can perform a calibration. To do so, please see the paragraph **Scanner calibration**, on page 6-12.

Moreover, a high number of controls let you improve the copy quality.

Scanner settings

▼ 841 OK - ADVANCED FCT / COPY / RESOLUTION

 The **B&W RESOLUTION** setting to adjust the resolution for photocopying. Select the resolution: **ULTRA FAST** , **FAST** , **QUALITY**  or **PHOTO**  by means of the **▲** or **▼**, keys, validate your choice by pressing the **OK** key.

▼ 842 OK - ADVANCED FCT / COPY / ZOOMING

 The **ZOOM** setting is used to reduce or enlarge part of the document by choosing the original and the zoom value to apply to the document, 25 to 400%. Enter the zoom value required using the keys of the digital key pad. Validate the choice with the **OK** key.

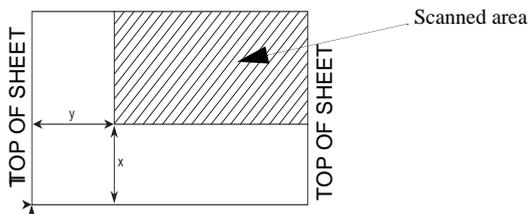
▼ 843 OK - ADVANCED FCT / COPY / ASSEMBLED

 The **ASSEMBLED** parameter is used to define the choice of your printer outputs; either assembled or not assembled. Validate the choice with the **OK** key.

▼ 844 OK - ADVANCED FCT / COPY / ORIGIN

 If you wish, you can change the origin of the scanner.

- By entering new values of X and Y given in mm ($X < 210$ and $Y < 286$), you will move the scanning zone as shown on the figure below.



- Select the X and Y coordinates with \blacktriangle or \blacktriangledown keys.
- Set the required coordinates with the numeric keypad or \blacktriangle or \blacktriangledown . Confirm your setting by pressing key **OK**.

▼ 845 OK - ADVANCED FCT / COPY / CONTRAST

- The **CONTRAST** parameter is used to select the photocopy contrast. Adjust the contrast using keys \blacktriangle and \blacktriangledown , then validate the choice with the **OK** key.
- You can also directly adjust the desired contrast using the key, press this ⓪ key several times until the required adjustment is obtained without using \blacktriangledown **846**.

▼ 846 OK - ADVANCED FCT / COPY / LUMINOSITY

- The **LUMINOSITY** parameter is used to make your original document lighter or darker. Adjust the brightness required using keys \blacktriangle and \blacktriangledown , then validate the choice with the **OK** key.

▼ 847 OK - ADVANCED FCT / COPY / BINDING

- The **BINDING** parameter is used to choose the long or short side according to the type of binding of your document. Make your choice using keys \blacktriangle and \blacktriangledown , then validate the choice with the **OK** key.

Caution - All settings made using this menu become **default settings** of the machine.

▼ 85 OK - ADVANCED FCT / SCAN. & PRINT

- Use keys \blacktriangle or \blacktriangledown of the browser to scroll the setting described below that you want to modify.
- Validate your setting by pressing the **OK** key.

▼ 851 OK - ADVANCED FCT / SCAN. & PRINT / PAPER

- Select **NORMAL** or **THICK** paper using \blacktriangle and \blacktriangledown keys.
- Validate your setting by pressing the **OK** key.

Remark:

- When **THICK** paper type is selected, the print speed is slowed down.
- Use the manual feeder for paper with a weight greater than 90 g/m^2 .

▼ 852 OK - ADVANCED FCT / SCAN. & PRINT / PAPER TRAY

- ☞ Select the paper tray that you want to use; **AUTOMATIC**, **LOWER** or **UPPER** using ▲ and ▼ keys.
- ☞ Validate by pressing the **OK** key.

▼ 853 OK - ADVANCED FCT / SCAN. & PRINT / PAPER SAVE

This function prints all your documents duplex.

Remark:

This function requires the prior installation on the rear of your machine of the duplex unit and the additional paper tray.

- ☞ Select **WITH** or **WITHOUT** using ▲ and ▼ keys.
- ☞ Validate by pressing the **OK** key.

▼ 854 OK - ADVANCED FCT / SCAN. & PRINT / S.F MARGINS

If you want to offset the side margins of your document to the left or to the right when scanning with your scroll scanner.

- ☞ Adjust the offset of the left/right margins (in 0.5 mm steps mm) using ▲ and ▼ keys.
- ☞ Validate by pressing the **OK** key.

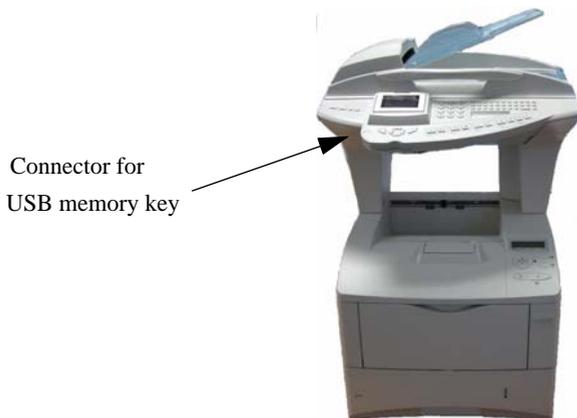
▼ 855 OK - ADVANCED FCT / SCAN. & PRINT / FLATBED MARG

If you want to offset the side margins of your document to the left or to the right when scanning with your flat scanner:

- ☞ Adjust the offset of the left/right margins (in 0.5 mm steps mm) using ▲ and ▼ keys.
- ☞ Validate by pressing the **OK** key.

USING USB MEMORY KEYS

You can connect a USB memory key to your terminal.



Displaying the content of a USB memory key

Remark:

If the memory support contains more than 999 files, only the 999 most recent ones are taken into account. You have several display modes available to view the photos and documents stored on the memory support.

- the **Photos** mode: only the photos stored on the memory support are displayed. The photos that do not have the minimum characteristics required as described in paragraph **Supported image files**, on page 5-22, are not displayed on the screen.
- the **Documents** mode: only the printable documents stored on the memory support are displayed. The documents must have the minimum characteristics described in paragraph **Supported document files**, on page 5-24.

All printable files (photos and documents) are displayed in the form of a list, without taking any kind of directory structure into account. Use the file extensions to distinguish between the different file formats.

Compatible USB keys

The memory keys must be FAT16 or FAT32 formatted for the terminal to be able to read them. NTFS formatted memory keys are not compatible with the terminal.

Informations on the use of the photo USB memory key

- If your multifunction terminal cannot read the USB memory key that you are using, check that it is compatible and that you have inserted it correctly.
- Once in place, do not remove the device before the multifunction terminal has finished all the print commands.
- If the "MEDIA ERROR - WRITE ERROR" message is displayed during a recording or erasing operation on a memory support, this means that the latter is write-protected. Recording or erasing is possible only after this protection has been de-activated.
- A write-protected file (read-only) cannot be deleted from a memory support.

Remark: The Analyse Media function allows you at all times to consult the contents of the inserted USB memory key, and this even if you have quit the media menu and the terminal is again in initial mode. Press **▼/OK** and 08.

PRINTING A PHOTO FROM A USB MEMORY KEY

Your multifunctional terminal is equipped with all the tools and connections needed to make it into an independent photo printer. You can print out digital photos in black and white from a USB memory key.

Supported image files

You can use photo files that meet the following requirements:

Device format	Compatible DCF (Design Rule for Camera File System (Version 1.0))
File format	JPG (JPEG) BASELINE Format
Image size	Maximum 6 Mb
Supported resolution	between 76800 and 12 million pixels
N° of files recognised	Up to 999

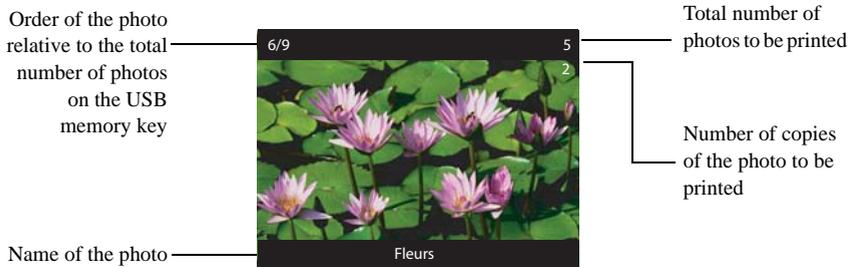
Printing a photo from a USB memory key

When you insert a USB memory key in your multifunction terminal, the support is immediately analysed. The number of files on the card is displayed (by increments of 5), and then the media menu opens.

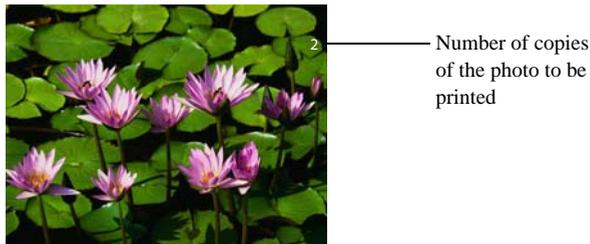
- ☞ Select **PRINT PHOTO** by means of the **▲** or **▼** keys, then validate with the **OK** key or type **1** on the numerical keyboard. You can directly access the photo print function by pressing the  key

▼ 01 OK - MEDIA / PRINT PHOTO

The screen you allows you to view the photos starting with the most recent one. Each photo is accompanied by the following informations:



When viewing the photos on the screen, the **OK** key lets you switch the display to full screen and see the entire image. In full screen mode, only the number of copies of the photo to be printed is displayed on the screen.



To return to the normal display, press the **OK** key.

- ☞ To select the photos to be printed, select the number of copies between 0 and 9 of the photo to be printed by means of the numerical keyboard. The desired number of copies of the photo is displayed in the top right corner of the photo. The total number of photos to be printed in the top right corner of the screen is automatically incremented.

Remark:

- To change the number of copies of the photo to be printed, select another number on the numerical keyboard.
- ☞ Use the ▲ or ▼ keys to move from one photo to the next.
- ☞ To validate the selection and switch to the next menu, press the Start  or  key.
- ☞ To print the selected photos, select **SELECTION** by means of the ▲ or ▼ keys, then validate with the **OK** key or type **1** on the numerical keyboard.
- ☞ To print all the photos, select **ALL** by means of the ▲ or ▼ keys, then validate with the **OK** key or type **2** on the numerical keyboard.
- ☞ To print an index of the photos, select **INDEX** by means of the ▲ or ▼ keys, then validate with the **OK** key or type **3** on the numerical keyboard.

☞ To print the current photo, select **CURRENT PHOTO** by means of the ▲ or ▼ keys, then validate with the **OK** key or by typing **4** on the numerical keyboard.

Remark: 24 photos can be printed in miniature on a index page. The photos are accompanied by their file name and their number on the USB memory key. They are printed in chronological order.

☞ Select the paper size for the photo between **A4** and **10X15** by means of the ▲ or ▼ keys and the **OK** key.

☞ Select the **NORMAL**, **HEAVY**, **PHOTO** or **TRANSPARENT** paper to be used by means of the ▲ or ▼ key.

☞ Validate by pressing the **OK** key to start printing.

Remark: To return to the previous menu, use the **C** key. To exit completely from the menus, use the Stop (⏻) key.

PRINTING A DOCUMENT FROM A USB MEMORY KEY

Supported document files

You can use files that meet the following requirements:

File format	PDF, Tiff, Txt and JPEG.
Image size	Up to 6 Mo
N° of files recognised	Up to 999

☞ Insert the USB memory key in the multifunction terminal,

▼ **02 OK - MEDIA / PRINT DOCUMENT**

☞ In the media menu that is displayed, select **PRINT DOC.** by means of the ▲ or ▼ keys then validate with the **OK** key or type **2** on the numerical keyboard,

▼ **021 OK - MEDIA / PRINT DOCUMENT / LIST**

☞ The list of all the documents in the USB memory key will be printed.

The list of the documents on the USB memory key contains the following information in the form of a table:

- Index,
- Name,
- Date,
- Size.

▼ **022 OK - MEDIA / PRINT DOCUMENT / FILE**

☞ Select **FILE** to print the contents of one or more documents on the USB memory key.

☞ Select **ALL** to start printing the list of all documents on the USB memory key or start printing all documents on the USB memory key.

☞ Select **SERIES** to select several documents with consecutive names. The screen then displays the alphabetical list of the documents on the USB memory key. At the **FIRST FILE** prompt select the first document of the series with the **OK** key, then at the **LAST FILE** prompt select the last document of the series with the **OK** key. Press the Start \diamond key to start printing.

Remark: To modify your file selection, move to the line that corresponds to the file to de-select and press the **OK** key again. After this, you will have to restart the selection of the file series.

☞ Select **SELECTION** to select the documents one by one. Use the \blacktriangle or \blacktriangledown keys to move through the list of documents, and use the **OK** key to select each document. The selected documents are marked with a star to the left of their name. Press the Start \diamond key to start printing.

Remark: To de-select a file, move to the corresponding line and press the **OK** key. The star to the left of the name of the document disappears.

RECORDING A DOCUMENT IN A USB MEMORY KEY

This function allows you to digitise a document and to record it in a USB memory key.

☞ Put the document in place (please see the paragraph **Document depositing**, on page 5-2).

☞ Insert the USB memory key in your multifunction terminal

\blacktriangledown **04 OK - MEDIA / SCAN TO**

Remark: This function can also be accessed by pressing the PC key and then selecting **SCAN-TO-MEDIA** in the list.

☞ In the media menu select **SCAN TO** by means of the \blacktriangle or \blacktriangledown keys, then validate with the **OK** key, type **4** on the numerical keyboard or press the **PC** key.

☞ Select between **BLACK&WHITE** and **COLOUR** by means of the \blacktriangle or \blacktriangledown keys and the **OK** key.

☞ By means of the alphanumeric keyboard, give the scan file a name (up to 20 characters) and validate with **OK**.

☞ Select the scan format between **IMAGE**, **PDF** and **PROTECTED PDF**, and validate to start the scan and the recording of the document.

IMAGE allows to obtain a file of the same nature as a simple photo. **PDF** is a format for the creation of computer documents.

Remark: In **IMAGE** format, if you have selected **BLACK&WHITE** the image will be recorded in TIFF format, if you have selected **COLOUR** the image will be recorded in JPEG format.

The Start \diamond key lets you start the scan immediately and send a file to the device with the parameters as defined in the scan format (please see **Setting your machine**, on page 3-1).

Setting up the USB memory key file deletion to record new scans

- ☞ In the media menu, select **DELETE** by means of the ▲ or ▼ keys and the **OK** key or use the 7 key of the numerical keyboard,

▼ **07 OK - MEDIA / DELETE**

- ☞ Select **AUTOMATIC**,

- ☞ Select **SCAN MODE**,

▼ **0721 OK - MEDIA / DELETE / AUTOMATIC / SCAN MODE**

- ☞ When you select **WITH**, the oldest documents in the USB memory key will be deleted in order to record a scanned document, if the scan occupies more memory than the free space remaining on the device;

OR

- ☞ When you select **WITHOUT**, documents on the USB memory key will not be deleted. With the **WITHOUT** option, the scan will not be recorded on the USB memory key if the necessary memory space has not been made available beforehand.

ARCHIVING A FAX ON A USB MEMORY KEY

This function allows you to re-route faxes received to a USB memory key connected to your terminal. The USB memory key then becomes the receiving memory for the terminal.

Re-routed faxes are then recorded on the USB memory key in Tiff format, and are named as followed: "FAXYYMMDDHHMMSS" where YYMMDDHHMMSS corresponds to the date and time at which the fax was received.

You can also print the documents re-routed to your USB memory key automatically by activating the **052 PRINT** menu.

Activating the re-routing

- ☞ Connect the USB memory key before activating this function.

▼ **051 OK - MEDIA / ARCHIVING FAX / ACTIVATION**

- ☞ Select **WITH** using the ▲ or ▼ keys and confirm with the **OK** key.

- ☞ Exit this menu by pressing the  key.

Printing the re-routed documents

This menu is only displayed when the **FAX ARCHIVING** function is activated.

▼ 052 OK - MEDIA / ARCHIVING FAX / PRINT

- ☞ To print out the re-routed documents automatically, select **WITH** using the ▲ or ▼ keys and confirm with the **OK** key.
- ☞ Exit this menu by pressing the  key.

ANALYSIS OF THE USB MEMORY KEY

▼ 08 OK - MEDIA / MEDIA ANALYSE

In the media menu, select **MEDIA ANALYSE** by means of the ▲ or ▼ keys and the **OK** key, or use the **8** key of the numerical keyboard. The USB memory key is analysed and the lists of images and files are updated. The total number of files on the card is displayed (by increments of 5).

At the end of the analysis of the device, the screen again displays the media menu.

Deleting a document from the device

▼ 07 OK - MEDIA / DELETE

- ☞ In the media menu, select **DELETE** by means of the ▲ or ▼ keys and the **OK** key, or use the **7** key of the numerical keyboard,
- ☞ Select **MANUAL** to select the files to be deleted from the USB memory key,

▼ 071 OK - MEDIA / DELETE / MANUAL

- ☞ Select **ALL** to delete all the files from the USB memory key.
- ☞ Select **SERIES** to select several files with consecutive names. The screen then displays the alphabetical list of all the files, i.e., photos and documents, on the USB memory key. At the **FIRST FILE** prompt, select the first file of the series with the **OK** key, then at the **LAST FILE** prompt select the last file of the series with the **OK** key. The selected files are marked with a star at the left of their name. Press the Start  key to delete the files.
- ☞ Select **SELECTION** to select the files to be deleted one by one. Use the ▲ or ▼ keys to move through the list of files, and use the **OK** key to select them. The selected documents are marked with a star at the left of their name. Press the Start  key to delete the files.

Remark: To de-select a file, move to the corresponding line and press the **OK** key. The star to the left of the filename disappears.

Caution - As soon as you press the Start key the selected files are deleted, there is no request for confirmation.

Removing the USB memory key

Never disconnect your USB memory key from the multifunction terminal during the transfer of data or the printing of photos! Wait until all print commands have been finished.

OTHER FUNCTIONS

LOGS

The incoming and outgoing logs list the last 30 transmissions (incoming and outgoing) made by your machine.

An automatic print out will take place after every 30 transmissions. However, you may request a print out at any time.

Each log (incoming or outgoing) contains a table with the following information:

- date and time of the incoming or outgoing document
- subscriber's number or E-mail address
- transmission mode (Norm, Fine, SFine or Photo)
- number of pages sent or received
- call duration
- incoming or outgoing results: noted **CORRECT** if properly transmitted
or
information codes for special calls (polling, manual subscribers, etc.)
- reason for call error (example: your subscriber does not answer)

To print the logs:

▼ 52 OK - PRINT / LOGS

The incoming and outgoing logs are printed on the same page.

PRINTING THE FUNCTIONS LIST

You may print the functions list of your fax machine at any time.

To print the functions list:

▼ 51 OK - PRINT / FUNCTIONS LIST

PRINTING THE MACHINE SETTINGS

At any moment, you may print the list of your fax's parameter settings to control any changes possibly made to the default parameters.

Printing the machine settings:

▼ 54 OK - PRINT / SETUP

Your fax prints the list of stored parameters.

COUNTERS

At any time, you may consult the activity counters of your machine.

To get access to the counters of the machine:

▼ 82 OK - ADVANCED FCT / COUNTERS

These counters indicate the number of:

- transmitted pages

▼ 821 OK - ADVANCED FCT / COUNTERS / SENT PAGES

- received pages

▼ 822 OK - ADVANCED FCT / COUNTERS / RECEIVED PG

- scanned pages

▼ 823 OK - ADVANCED FCT / COUNTERS / SCANNED PAGE

- scanned sheets

▼ 824 OK - ADVANCED FCT / COUNTERS / DUPLEX SCAN

- printed pages

▼ 825 OK - ADVANCED FCT / COUNTERS / PRINTED PG

DEPOSIT AND POLLING

You may **deposit** a document in your fax and keep it available to one or more subscribers who can obtain a fax of this document by calling your fax with the **POLL** function.

Setting the machine for document deposits,

you must define the type:

- **SIMPLE** - it may be polled only once from the memory or feeder
- **MULTIPLE** - it may be polled as many times as necessary from the memory

Setting the machine for polled documents,

you must define the poll number, then depending on the type of poll you may:

- launch an **immediate poll**
- program a **delayed poll** with a chosen time
- launch a **multi-poll**, either immediately or later.

Placing a document in deposit

☞ Insert the document to deposit in the feeder.

☞ Select ▼ **34 OK - FAX / POLLING TX** and confirm with **OK**.

☞ Choose the type, according to the table below:

Menu	Procedure
SIMPLE	☞ Select FEEDER or MEMORY
	☞ If necessary, adjust the contrast and confirm with OK
	☞ Enter the number of pages that you wish to deposit
MULTIPLE	☞ If necessary, adjust the contrast and confirm with OK
	☞ Enter the number of pages that you wish to deposit

☞ Confirm deposit by pressing the **OK** key.

Polling a deposited document

▼ **33 OK - FAX / POLLING RX**

☞ Enter the number of the party whose document you want to poll or choose your dialing mode (please see the paragraph **Dialling**, on page 5-3).

Remark: you can poll several documents using the * key.

☞ Depending on the type of poll you should:

Choice	Procedure
Immediate poll	☞ Press ◊
Delayed poll	☞ Press OK
	☞ Next to the current time, enter the time you wish to poll the document and press ◊

LOCK

There are restrictions to the use of your fax:

- locking the printing of received documents (please see the paragraph **Fax answering machine**, on page 3-5)
- locking the keyboard
- locking the numbers
- locking the Internet settings
- locking the access to the SMS transmission function.
- locking access to the USB media.

Entering the locking code

The operator access parameters are confidential; they are protected by a four-digit interlock code that the authorised operators must know.

To access the locking code:

▼ 811 OK - ADVANCED FCT / LOCK / LOCKING CODE

- ☞ Enter your four-digit interlock code on the keypad.
- ☞ Confirm by pressing **OK**.
- ☞ Confirm the interlock code by entering the code one more time.
- ☞ Press **OK** to confirm.

Remark: when a code is already registered, the machine asks you to give the former code before allowing you to modify it.

Locking the keyboard

This function allows you to prevent access to non-authorised persons. An access code must be entered each time a person wants to use the machine.

To access the keypad unlocking menu:

▼ 812 OK - ADVANCED FCT / LOCK / LOCK KEYBD.

- ☞ Enter the four-digit interlock code.
- ☞ Press key **OK** to confirm.
- ☞ With keys ▲ or ▼ of the navigator, select the option **WITH**.
- ☞ Press key **OK** to confirm.

Remark: after each operation, the machine interlocks automatically.

Locking the numbers

This function locks dialling and the numerical keypad is disabled. Transmissions are only possible from numbers included in the directory.

You can still send mails by typing in the addressee's address (if this has no numbers in it).

To access the number interlocking option:

▼ **813 OK - ADVANCED FCT / LOCK / LOCK NUMBER**

- ☞ Enter the four-digit interlock code with the keypad.
- ☞ Press key **OK** to confirm.
- ☞ With keys ▲ or ▼ of the navigator, select the option **DIRECT ONLY**.
- ☞ Press key **OK** to confirm.

Locking the Internet settings

This function prevents access to all the Internet settings of menu **9**.

As a matter of fact, any untoward change to these settings might result in repeated connection failures.

You can still send documents to an E-mail address (menu **95**) and get connected (menu **93**).

To access the Internet settings locking menu:

▼ **814 OK - ADVANCED FCT / LOCK / LOCK PARAMETERS**

- ☞ Enter the four-digit locking code with the numerical keypad.
- ☞ Press **OK** key to confirm.
- ☞ With ▲ or ▼ keys, select the option **WITH**.
- ☞ Press **OK** key to confirm.

Locking the SMS service

This function prevents access to the SMS service.

To access the SMS service locking menu:

▼ **815 OK - ADVANCED FCT / LOCK / LOCK SMS**

- ☞ Enter the four-digit locking code on the numerical keypad.
- ☞ Press key **OK** to confirm.
- ☞ Confirm the lockout code by entering the code a second time.
- ☞ Press **OK** key to confirm.

Remark: When a code is already saved, the unit first asks you for the old code before allowing you to change it.

Locking the Media

This function locks access to the Media (USB memory key)

To access the Media locking menu :

▼ 816 OK - ADVANCED FCT / LOCK / LOCK MEDIA

- ☞ Enter your four-digit locking code on the keypad.
- ☞ Confirm by pressing the **OK** key.
- ☞ Confirm the locking code by typing it again.
- ☞ Confirm by pressing the **OK** key.

Note: when a code has already been memorized, the terminal will require you to type in the old code before allowing you to change it.

DEPARTMENT CODE

Use of the machine can be limited to authorized personnel within each department by setting up a master department code and individual department codes. You can assign one master code and up to 98 department codes. The terminal can then monitor the usage for each department. The master department code is used to setup and modify the department code information.

During the setup procedure, you are prompted to enter a 4-digit master department code. This code is required to perform any modifications; it is used as a supervisory master key. The master code department number is preset to 00 by the terminal .

The individual department codes are used to access and operate the terminal. During the setup procedure, you can assign department numbers from 1-98. You are also prompted to enter a 4-digit department code for each department. As each department enters their assigned department code to access and operate the terminal, the usage for each department is recorded on the department code report.

FUNCTION MANAGEMENT BY THE ADMINISTRATOR

By default, the "Department Code" function is deactivated when the machine is first put into service.

Activating the department code

▼ 881 OK - ADVANCED FCT / DEPT. CODE / ACTIVATION

- ☞ Using the browser's ▲ or ▼ keys, select **WITH**.
- ☞ Press **OK** to confirm; the function is activated.

Deactivating the department code

▼ 881 OK - ADVANCED FCT / DEPT. CODE / ACTIVATION

- ☞ Using the browser's ▲ or ▼ keys, select **WITHOUT**.
- ☞ Press **OK** to confirm; the function is deactivated.

Setting the department codes

The administrator must enter the department number to be created, between 01 and 98; the number 00 is reserved for the administrator to enter his or her own department code and department name before being able to record other codes for different users.

- Entering the master¹ code

▼ 882 OK - ADVANCED FCT / DEPT. CODE / NEW DEPT.

The screen displays:

```
NEW DEPT..
00> FREE
```

- ☞ Using the browser's ▼ key, select **00**.
- ☞ Confirm by pressing **OK**.

The screen displays:

```
8821>DEPT. CODE
8822 DEPT. NAME
```

- ☞ Press **OK** to confirm the line **8821>DEPT. CODE**.
- ☞ The screen displays **MASTERCODE** and ********.
- ☞ Using the ▼ key, go to the ******** line and enter your 4-digit department code (remember this code).
- ☞ Confirm the code by pressing **OK**.
- ☞ Using the browser's ▼ key, select **8822 DEPT. NAME** and press **OK**.
- ☞ Using the alphabetical keypad, enter the name you want to give to your department (maximum 20 characters).
- ☞ Confirm your department name by pressing **OK**.

1. Code only attributed to the administrator.

Creating a department code

Only the administrator, using the Mastercode is able to attribute other department codes.

☞ Enter your mastercode and confirm by **OK**.

▼ **882 OK - ADVANCED FCT / DEPT. CODE / NEW DEPT.**

☞ Enter a number between **01** and **98** or select a free number using the ▲ or ▼ keys, as shown on the machine's display.

☞ Confirm your selection by pressing **OK**.

The screen displays:

```
8821>DEPT. CODE
8822 DEPT. NAME.
```

☞ Press **OK**; the screen displays:

```
DEPT. CODE
* * * *
```

☞ Enter a 4-digit code (remember it); if this code is already used by another service, the machine displays "**CODE ALREADY USED**". In this case, enter another code

☞ Confirm your selection by pressing **OK**.

The machine also asks you if you want to be able to modify the department name. Press **OK** then the  key to return to the main menu.

Deleting a department code

The administrator can also delete a department code to prevent the department associated with it having any access to the machine functions.

☞ Enter your administrator mastercode.

▼ **883 OK - ADVANCED FCT / DEPT. CODE / DELETE**

☞ Enter the number of the department code you want to delete or search for it using the ▲ or ▼ key.

☞ Confirm by pressing **OK**. A confirmation screen is displayed. Press **OK** again to confirm the deletion. Once confirmed, the department code number becomes free again and the counters also associated with this number will be erased.

Caution - If the administrator deletes his or her own department code all the other department codes will also be deleted.

Printing a department code

The administrator may print reports for each department entered. These reports show the department number (between 01 and 98), its name, the associated access code and the number of pages transmitted and copied by this department.

▼ 884 OK - ADVANCED FCT / DEPT. CODE / PRINT

 Enter the number of the department you want to print and confirm by pressing **OK**.

The machine begins printing the report, as shown in the illustration below.

**** CODES DEPARTEMENT ****

Nom : Durand Numéro : 0987654321 Date : 12-12-04 14:20

Département	01
Nom Département	FAX LASER
Code Département	3178
Pages émises	1589
pages copiées	2890

Printing the department report

The administrator may print reports for all the departments created. To do so:

▼ 884 OK - ADVANCED FCT / DEPT. CODE / PRINT

 Enter the administrator department number **00** and confirm by pressing **OK**. The machine prints the report, as shown in the illustration below.

**** CODES DEPARTEMENT ****

Nom : Durand Numéro : 0885654321 Date : 12-12-06 14:20

Dépt.	Nom Département	Code Dépt.	Page émises	Pages copiées
00	Master	1234	1258	3698
001	Bureau 44	6589	2596	1589
002	Bureau 85	2574	3561	4587
003	Bureau 47	1593	1897	5984

USE OF THE DEPARTMENT CODES BY A DEPARTMENT

To access the different machine functions, each department must enter its own access code as delivered by the administrator. When the "DEPARTMENT CODE" function is activated, the screen displays:

THU 20 FEB 10:15
ENTER DEPT. CODE

☞ Press on the numerical keypad only (pressing any other keys will sound beeps).

The screen displays:

ENTER DEPT. CODE
* * * *

☞ Enter your department's access code (as provided by the administrator). If this code is correct, the machine will grant you access to all the functionalities available, except for menu **88** as this is reserved for the administrator. If the access code does not correspond to any services, the machine displays "WRONG CODE".

Printing a user department code

Each department may print the data of its own department code.

☞ If the "Department Code" function is activated, enter your 4-digit numerical access code and confirm by pressing **OK**.

▼ 59 OK - PRINT / DEPART. CODES

The machine prints the data for your own department's department code.

Remark: If the mastercode is entered the machine prints the summary of the accounts.

CHARGE CODE

ENTERING CHARGE CODE

The charge code is a number that is sent on-line after your correspondent's fax machine number. To add a charge code after entering your correspondent's number you must press the  key. This inserts the "+" symbol after the number and you may then type your charge code.

Example:

TO:
9738088444+****

The charge code will always be hidden.

The maximum length that can be entered is 30 characters. When dialing, only the digits are sent on the line. The "+" symbol inserted is not sent. In the example above, the number 97380884440123 is dialed.

If your equipment is connected to a private exchange (PABX), enter the prefix (number used by your PABX to access the telephone network, for example 0), followed by a "/" (or pause).

When a charge code is used, the transmission reports and the machine log printout contains the correspondent's number followed by the charge code's "+" symbol.

MAIL BOX (MBX FAX)

There are 32 mailboxes (MBX), enabling you to transmit documents in complete confidence using an access code (named code MBX), to all subscribers equipped with a fax compatible to yours. MBX 00 is public. It is handled directly by the terminal to record the messages of the fax TAD as soon as this is put into service.

MBX's 01 to 31 are private. Each is password-protected. They can be used to receive documents confidentially.

The use and access to MBX 01 - 31 are conditioned by the **initialisation**, defined by a **MBX code** (if needed) and a **mnenonic** (its S.I.D.).

Later you may:

- **modify** the features of an MBX
- **print the contents** of an MBX, only possible if the MBX contains one or more documents (with a star next to the MBX). When the contents of an MBX have been printed it becomes empty
- **delete** an MBX, only if the MBX is initialised and empty
- **print the list** of your fax machine's MBX's

You may receive and send through an MBX in complete confidentiality.

The deposit a document into your MBX, the access code is not needed. All documents deposited in a MBX are added to the ones already present.

In polling, the MBX are only accessible with an MBX code.

You may perform MBX deposits or polls by:

- **depositing a document in a fax MBX**
- transmit to **deposit a document in a remote fax MBX**
- perform **document poll from a remote fax**.

MBX MANAGEMENT

Creating an MBX

▼ 71 OK - MAILBOXES / CREATE MBX

- ☞ Select a free MBX out of the 31 MBX or directly enter the number of a free MBX and confirm with **OK**.
- ☞ Select option **MAILBOX CODE** and press **OK**.
Value 0000 is always displayed.
- ☞ Enter the code of your choice, if needed, and press **OK**.
- ☞ Select option **MAILBOX NAME** and press **OK**.
- ☞ Enter this MBX 's S.I.D. (20 characters max.) and press **OK**.
The MBX is initialised. If you wish to initialise another, press **C** and repeat the same procedure.
- ☞ To exit the **MBX**, press **⏏** key.

Modifying the features of a MBX

▼ 71 OK - MAILBOXES / CREATE MBX

- ☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31) then confirm your choice with **OK**.
- ☞ Enter the code of this MBX, if there is one, and confirm with **OK**.
- ☞ Select the menu **MAILBOX CODE** or **MAILBOX NAME**, then confirm your choice with **OK**.
- ☞ Perform data modification of the menu and confirm with **OK**.
- ☞ If needed, repeat the last two steps for the other menu.

Printing the contents of a MBX

▼ 73 OK - MAILBOXES / PRINT MBX

- ☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31) then confirm your choice with **OK**.
- ☞ Enter the code of the MBX, if there is one, and confirm with **OK**.
All documents found in the MBX are printed and the MBX is emptied.

Deleting a MBX

Before deleting an MBX, you need to make sure it is empty, by printing its content.

▼ 74 OK - MAILBOXES / DELETE MBX

- ☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31) then confirm your choice with **OK**.
- ☞ Enter the code of the MBX, if there is one, and confirm with **OK**.
- ☞ Confirm MBX deletion, by pressing **OK** key.

The MBX is deleted and will appear as a free MBX in the list.

Printing the MBX list

▼ 75 OK - MAILBOXES / PRT MBX LIST

The list gives the status of each MBX.

MBX deposit in your fax

- ☞ Insert the document in the fax machine's feeder.
- ☞ Select ▼ **72 OK - MAILBOXES / DEPOSIT MBX** and confirm with **OK**.
- ☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31) then confirm your choice with **OK**.

The document is placed in the feeder and saved in the selected MBX.

MBX deposit in a remote fax

- ☞ Insert the document in the fax machine's feeder.
- ☞ Select ▼ **35 OK - FAX / MBX SENDING** and confirm with **OK**.
- ☞ Enter your subscriber's number for MBX deposit or choose your dialling mode (please see the paragraph **Dialling**, on page 5-3) and validate with **OK**.
- ☞ Enter the subscriber's MBX number and confirm with **OK**.
- ☞ If you wish to delay transmission, enter the new transmission time next to the current time and press **OK**.
- ☞ If you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY**, and press **OK**.
- ☞ If you wish, you may enter the number of pages of your document before transmitting then confirm your choice with **OK**.
- ☞ Confirm the transmission request to a remote MBX fax by pressing key **◇**.

In the case of an immediate transmission, the document is sent immediately.

If the document is set for a postponed transmission the document will be stored in the memory and sent at the requested time.

MBX polling from a remote fax

▼ 36 OK - FAX / MBX POLLING

- ☞ Enter your subscriber's number for MBX deposit or choose your dialling mode (please see the paragraph **Dialling**, on page 5-3) and validate **OK**.
- ☞ Enter the subscriber MBX number and press **OK**.
- ☞ Enter this MBX access code and press **OK**.
- ☞ If you wish to delay the poll time, enter the departure time next to the current time then valide with **OK**.
- ☞ Confirm the MBX poll request by pressing key . \diamond .

As soon as the remote fax is subscribed, either immediately or later, the document(s) in the remote fax MBX are receveid in your fax.

Remark: please check for remote fax compatibility.

6 MAINTENANCE



MAINTENANCE

GENERAL

To ensure the best operating conditions for your fax, it is recommended that you regularly clean the inside.

For normal usage, please respect the following rules:

- Never leave the cover open unless required.
- Do not attempt to oil the machine.
- Always gently close the cover and avoid vibrations.
- Do not open the cover while printing.
- Never try to dismantle the machine.
- Do not use paper that has stayed in the paper tray for a long time.

Look at the safety rules in the **Safety** chapter at the end of this user manual.

REPLACING THE CONSUMABLES (TONER AND DRUM)

To access to the consumables:

- ☞ Lift the printer cover and fix it under the scanner for easier access to the toner cartridge.

To check the remaining capacities of the consumables:

▼ **86 OK - ADVANCED FCT / CONSUMABLES**

The toner cartridge and the drum cartridge come with a chip card.

After replacing a consumable item in the printer, you need to inform the machine about its features.

For this purpose, the chip card supplied with each toner cartridge must be read by the machine each time a new consumable item is installed.

General Information

This chapter describes basic maintenance tasks you can perform on the printer. You can replace the following component according to the printer's display:

- Toner Kits
- Waste Toner Box

The paper transfer unit must also be cleaned regularly.

Replacing the Toner Container

Understanding Messages Requesting Toner Container Replacement

The printer displays messages at two stages of toner usage. This message is automatically alternated with the other printer message (such as Ready):

- When the printer becomes low on toner, the printer displays the message Toner low as the first caution. Note the replacement is not always necessary at this stage.
- If you ignore the above message and continue printing, the printer displays the message Replace toner — just before the toner is used up. The toner container must be replaced immediately. Clean the separate charger wires, etc. After the cleaning is finished, however, the message does not automatically change to Ready. To restart printing, you must press [GO] and make the printer ready.

In both cases, replace the toner cartridge by following the procedure below.

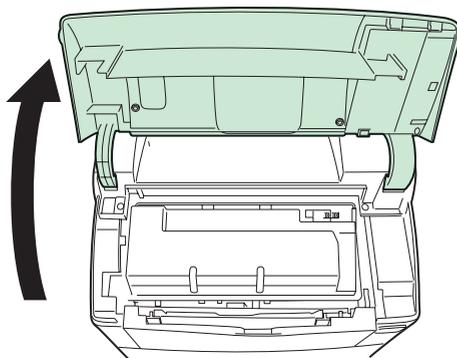
Replacing the Toner Container

Note: Lors du remplacement de la cartouche, éloignez temporairement les supports de stockage et les fournitures informatiques (disquettes, par exemple) de la cartouche de toner. Vous éviterez ainsi de les endommager avec le magnétisme du toner.

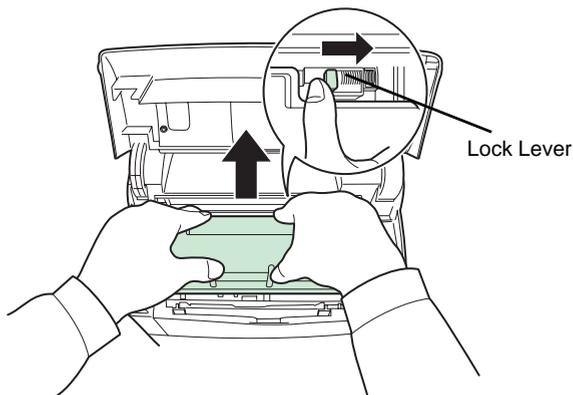
This section explains how to replace the toner container. When replacing the toner container, always replace the waste toner box at the same time. If this box is full, the printer may be damaged or contaminated by the waste toner that may spill over the box.

Note: You do not have to turn printer power off before starting the replacement. Any data that may be under printing process in the printer will be deleted if you turn printer power off.

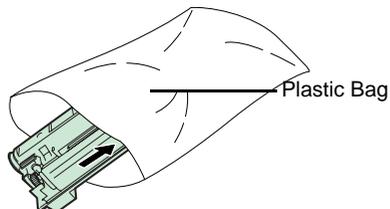
☞ Open the top cover.



☞ Push lock lever to the right and pull out the toner container.

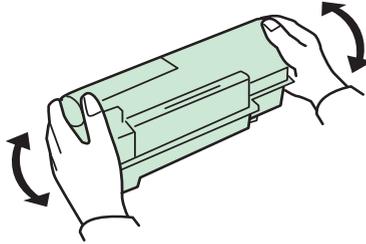


☞ Put the old toner container in the plastic bag (contained in the toner kit) and discard it later according to the local code or regulations for waste disposal.

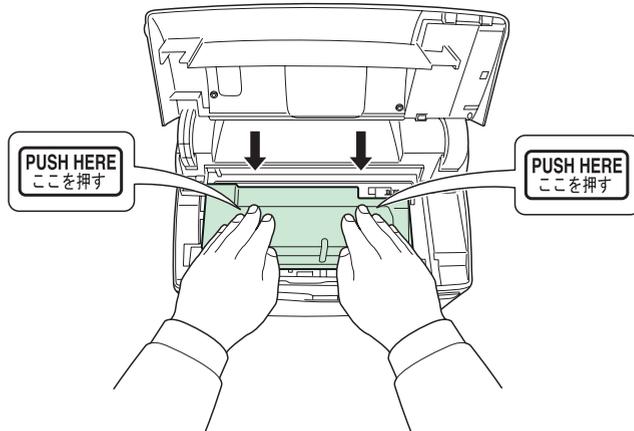


☞ Take the new toner container out of the toner kit.

- ☞ Shake the new toner container at least 10 times as shown in the figure in order to distribute the toner evenly inside the container.



- ☞ Set the new toner container in the printer and push down on the top of the toner container to install it firmly in place as shown in the figure below.

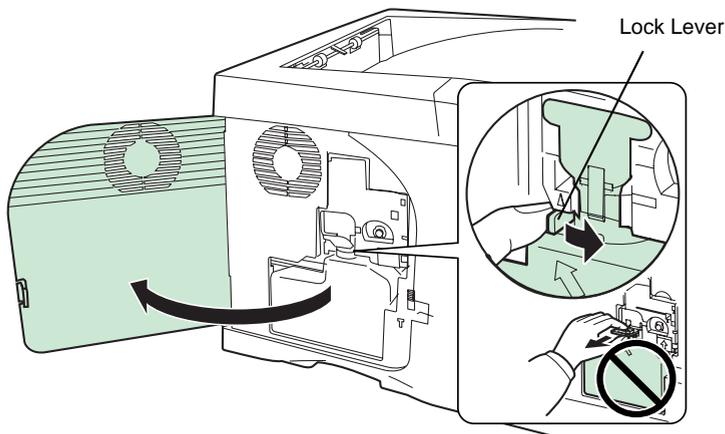


- ☞ Close the top cover.

Replacing the Waste Toner Box

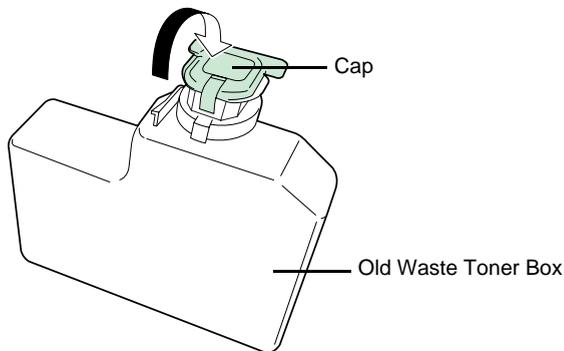
Replace the waste toner box when the "Check Waste Toner Box" message is displayed. A new waste toner box is included in the toner kit. The printer will not work if you don't replace the waste toner box.

- ✎ Open the left cover. While holding the waste toner box, press the lock lever and then gently remove the waste toner box.

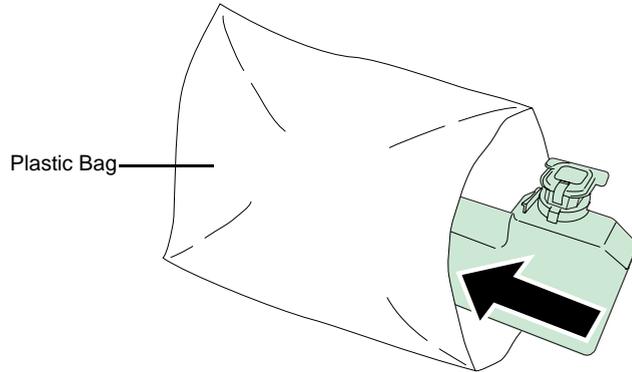


Note: Remove the waste toner box as gently as possible so as not to scatter the toner inside. Do not let the opening of the waste toner box face downward.

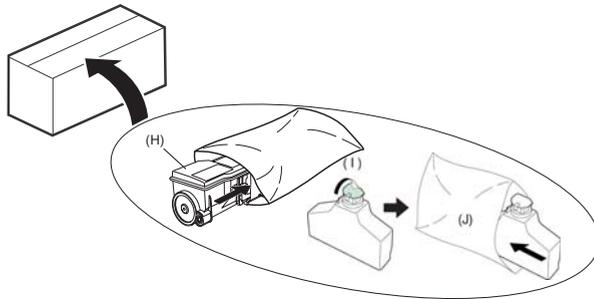
- ✎ Close the cap to the old waste toner box after removing the box from the printer.



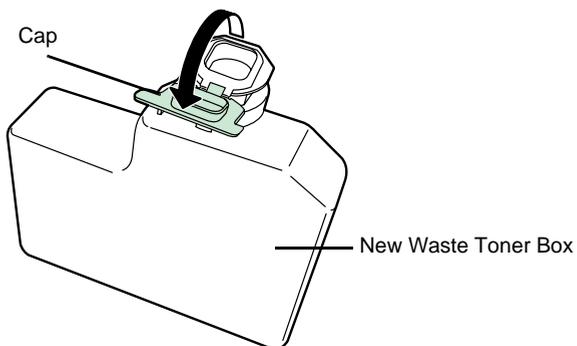
- ☞ To prevent toner from spilling, put the old waste toner box in the plastic bag (contained in the toner kit) and discard it later according to the local code or regulations for waste disposal.



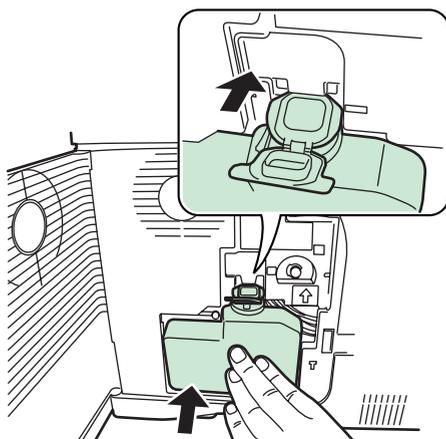
- ☞ Close the waste toner box (I) after removing it from the printer. To avoid spilling toner, put the closed waste toner box into the plastic bag (J) provided. Put the old toner cartridge (H) into the plastic bag provided. Put the old cartridge and waste toner box into the box the new cartridge came in, then send them back for recycling, see instructions included.



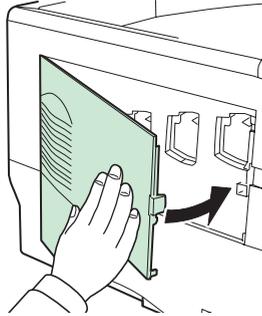
- ☞ Open the cap of the new waste toner box.



- ☞ Insert the new waste toner box as shown in the figure below. When the box is set correctly, it will snap into place.



- ☞ Make sure that the waste toner box is correctly inserted and close the left cover.

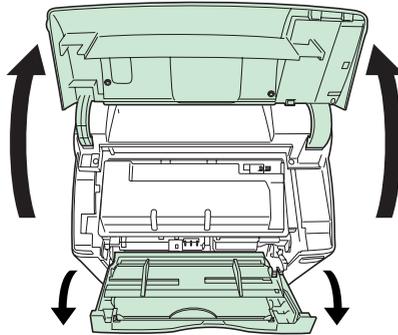


- ☞ After replacing the toner cartridges and the waste toner box, clean the main charger units and the paper transfer unit. For instructions, please see the paragraph **Cleaning the printer**, on page 6-11.

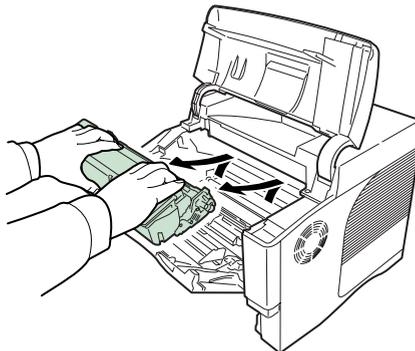
Cleaning the transfer unit

To avoid print quality problems, the interior of the printer must be cleaned.

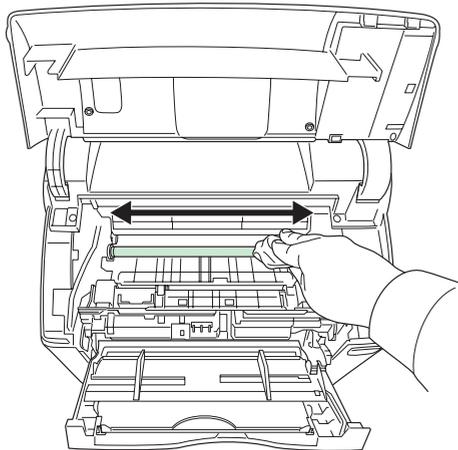
- ☞ Open the top cover and MP tray.



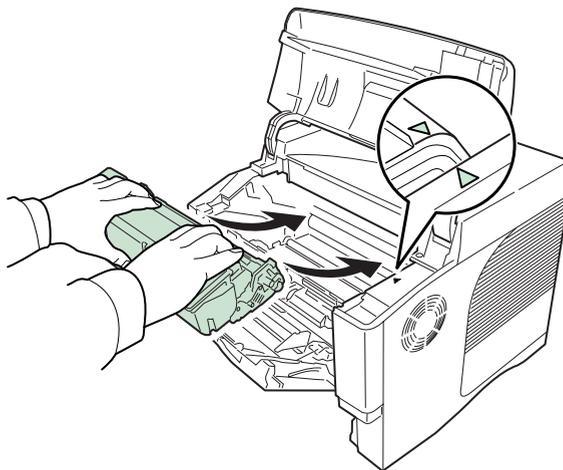
- ☞ Lift the developer unit together with the toner container out of the printer.



- ✎ Use a lint free cloth to clean dust and dirt away from the registration roller (metal).



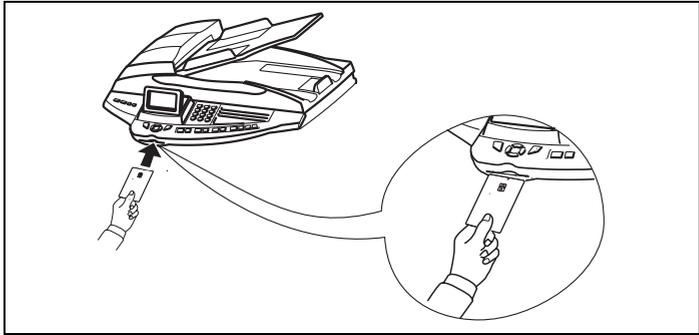
- ✎ Insert the developer unit together with the toner container, back into the machine.



- ✎ Close the top cover and MP tray.
- ✎ Press the **OK** key on the scanner control panel.
The following message is displayed on the screen: INSERT THE TONER CHIP CARD

- ☞ Insert the chip card (supplied with the toner cartridge) into the reader, making sure that the card is oriented as shown in the illustration.

The following message is displayed on the screen: CHANGE TONER? YES = OK - NO = C



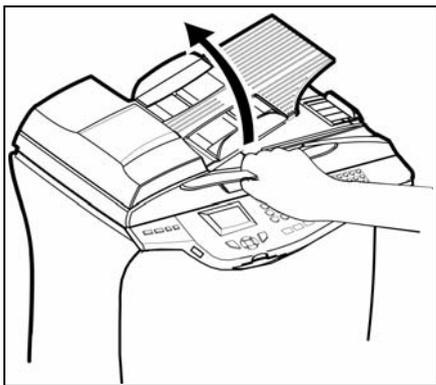
- ☞ Press **OK** when the chip card has been read

The following message is displayed on the screen: NEW TONER - REMOVE THE CAR

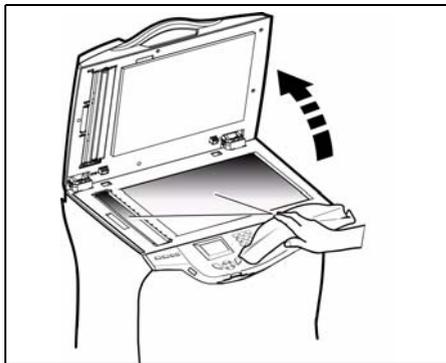
CLEANING

Cleaning the scanner's reading devices

When one or more vertical lines appear on transmitted copies or faxes, follow these steps:



- ☞ Open the scanner cover by pushing it backwards until held vertically in position



- ☞ Clean the two transparent scanning windows with a soft, lint-free cloth, dampened with alcohol.
- ☞ Close the scanner cover.
- ☞ Make a copy to check that the symptoms have been cleared.

Cleaning the printer

Clean the outside of the printer by means of a soft cloth dampened with neutral household detergent.

Dust, dirt and paper debris on the outer surfaces and inside the printer can interfere with printer performance. Clean the printer regularly.

Note:

If the message "Clean Printer Press GO" appears after replacing the toner cartridge. Carry out the printer cleaning procedures (corona, grille, etc.) described in the paragraph **General Information**, on page 6-2 then press the GO button. The message will disappear and the printer will be ready to print.

Caution - Use a soft cloth to clean the printer. Never use abrasive or corrosive detergents. The fusing unit can become very hot during operation. To avoid injury - do not touch. Wait for at least 10 minutes after the printer has been turned off and make sure that the fusing unit has cooled before cleaning the interior of the printer.

SERVICING

For guaranteed performance of your terminal, some maintenance work (replacing the fusing unit and the transfer roll) has to be done on the printer approximately every 200,000 printed pages. Please contact your supplier for this operation.

SCANNER CALIBRATION

You can perform this operation when the quality of photocopied documents is no longer satisfactory.

▼ 80 OK - ADVANCED FCT / CALIBRATION

☞ Confirm your choice by pressing the **OK** key.

INCIDENTS

COMMUNICATION ERRORS

If the communication fails, the fax advises you of an automatic retry later.

Example of what is displayed:

Current time-----	FRI 11 SEP 20:13
Time of next try-----	0142685014 20:18

Transmission from the feeder

You have the choice between:

- waiting until the transmission takes place at the given time
- restarting the transmission immediately by pressing ◀
- abandoning transmission by pressing ⓧ. To eject the document, press ⓧ again.

Transmission from memory

You have the choice between:

- waiting until the transmission takes place at the given time
- restarting the transmission using the transmission queue (please see the paragraph **Immediately perform transmission from the waiting queue**, on page 5-12). In this case, for a document composed of several pages, the transmission will take place from the page where the error occurred
- abandoning the transmission by deleting the corresponding command in the transmission line (please see the paragraph **Deleting a transmission on hold**, on page 5-12).

The terminal makes at most 5 automatic redials. The non-transmitted document is automatically deleted from the memory and a transmission report is then printed together with an error code and the cause for transmission failure (see the communication error codes).

Communication error codes

The communication error codes appear in the logs and transmission reports.

General codes

Code 01 - Busy or no fax answer

This code appears after 6 unsatisfactory attempts. Call later.

Code 03 - User break

A communication has been stopped by the user pressing the ⏹ key.

Code 04 - Non programmed number

A number saved as a one-touch key or abbreviated number is not valid-check it. (Example: a delayed transmission was programmed with a one-touch key and this key has been deleted in the meantime).

Code 05 - Scanning default

An incident occurred with the scanner, for example, the sheet is jammed.

Code 06 - Printer default

An incident occurred in the printer: no paper, paper jam, opened cover... In the reception mode, this incident appears only if the reception parameter is switched to **WITHOUT PAPER** (please see the paragraph **Reception without paper**, on page 3-6).

Code 07 - Disconnected

The link has been cut (bad line). Check the number and try again.

Code 08 - Quality

The document you sent was not well received. Contact your subscriber to see if you need to send again.

Code 0A - No document to be polled

You tried to poll a document from a subscriber who had not prepared his document (no deposit) or the password entered was incorrect.

Code 0B - Wrong number of pages

There is a difference between the number of pages indicated during preparation for the transmission and the number of pages sent- check the number of pages in the document.

Code 0C - Received document error

Ask the subscriber who called you to check the length of his document (it may be too long to be completely received).

Code 0D - Transmission failed

Ask the sender to resend the document.

Code 13 - Memory full

Your fax can no longer receive since its memory is full. There are too many received unprinted documents or too many documents in the transmission line.

Print the received documents and delete or transmit immediately the documents in the transmission line.

Code 14 - Memory full

Received document memory full.

Code 15 - Unknown mailbox number

You wish to deposit a document in a subscriber's mailbox. The mailbox number does not exist.

Code 16 - No Relay Bcst list Nr x

You requested a document relay from a remote fax but the fax has not programmed the list of subscribers requested.

Code 17 - Unknown mailbox number

You wish to recover a document from a subscriber's mailbox. The mailbox number does not exist.

Code 18 - Relay Bcst impossible

You requested a document relay from a remote fax which does not have the relay broadcast function.

Code 19 - Subscriber has stopped

The communication has been stopped by your subscriber. (Example: a fax wanted to poll your fax but there is no document deposited).

Code 1A - Disconnected

The transmission has not started. The telephone line is busy.

Code 1B - Transmission failed

During transmission: start again.

During reception: ask your subscriber to resend the document.

Internet codes

Codes 40 and 41 - No reply from supplier

The modem cannot connect to the Internet service provider. If this error always occurs, check the supplier's dial-up number.

Code 42 - Cannot access supplier

The service provider refuses the connection, the service is temporarily unavailable. If this error always occurs, check the Internet connection parameters.

Code 43 - Xmission server unavailable

Cannot connect to the SMTP server for sending mail, the service is temporarily unavailable. If the error always occurs, check the Internet e-mail and server parameters.

Code 44 - Reception server unavailable

Cannot connect to the POP3 server for mail reception, the service is temporarily unavailable. If the error always occurs, check the Internet e-mail and server parameters.

Code 45 - Supplier disconnected

The service is temporarily unavailable; try again later.

Code 46 - Xmission server disconnect

The SMTP server for sending mail is disconnected. The service is temporarily unavailable- try again later.

Code 47 - Reception server disconnect

The POP3 server for mail reception is disconnected. The service is temporarily unavailable- try again later.

Code 48 - Disconnection from Internet

The service is temporarily unavailable- try again later.

Code 49 - Cannot connect to Internet

Check the call number and eventually the associated prefix of the machine.

To check the Internet parameters, print them by pressing in turn the keys **▼**, **9**, **4**, **5** and **OK**.

Network codes:

Code 50: Protected disk or file already found

The file could not be archived, either because the file folder is write-protected, or because a file with the same name already exists in the directory.

Code 51: Wrong authentication

The " user name " and/or " password " parameters are incorrect.

Code 52: Authentication method not supported.

Check that the authentication proposed by the server is indeed HTML.

Code 53: Password unavailable or directory not found.

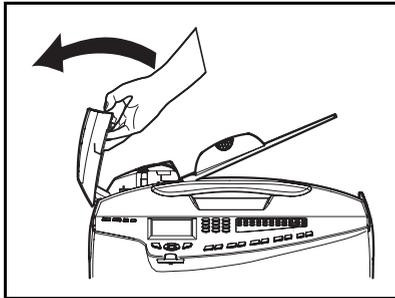
SCANNER INCIDENTS

Scanner paper jam

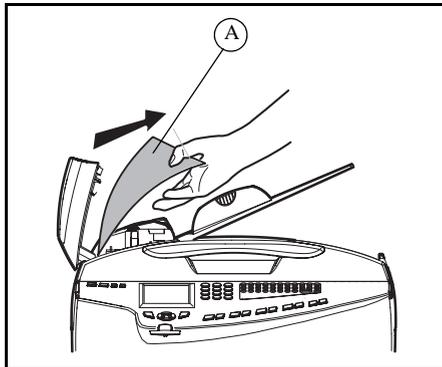
When a paper jam occurs, the following message appears on the control panel screen
REMOVE DOCUMENT.

If jams often occur in a specific part of the unit, the latter needs to be checked, cleaned or repaired.

- ☞ Open the scanner cover.



- ☞ Remove the jammed paper (A) without tearing it.



- ☞ Then, close the scanner cover.

MISCELLANEOUS INCIDENTS

At switch-on nothing appears on screen

Check that the mains cable is plugged in, and check the mains plug if necessary.

The fax does not detect the presence of your inserted document. The message READY does not appear on the screen.

At the start and during scanning, REMOVE DOCUMENT appears on the screen.

Remove the document or press  key.

Check the thickness of the document (50 sheets of paper of 80 g/m²).

Iron out the sheets if needed.

Help the sheets along.

The fax machine does not receive any faxes

Check that the telephone line cable is correctly plugged in and that there is a tone signal on the telephone line by means of the  key.

You receive a blank page

Make a photocopy of a document ; if it is correct then your fax is functioning normally. Call back the subscriber and have him resend the document. It was probably sent with the sheet inserted backwards.

You cannot send a fax

Check that the telephone line cable is correctly plugged in.

Check the tone by pressing the  key.

Check the prefix is correctly programmed and used.

You do not succeed to save a scan on a memory support, the "USB MEDIA MEMORY FULL" message is displayed.

Check that there is still enough free memory space in the device.

Check that the device is not write-protected.

You do not succeed to delete a file or a memory support, the "MEDIA ERROR WRITTING PROBLEM" message is displayed.

Check on a computer that it is not write-protected or protected against erasure.

TROUBLESHOOTING

General Guidelines

The table below provides basic solutions for problems you may encounter with the printer. We suggest you consult this table to troubleshoot the problems before calling for service..

Symptom	Check Items	Corrective Action
Print quality is not good.	See <i>Print Quality Problems</i> on p. 6-19.	
Paper is jammed.	See <i>Clearing Paper Jams</i> on p. 6-26.	
Nothing lights on the operator panel even when power is turned on and the fan makes no noise.	Check that the power cord is properly plugged into the power outlet.	Turn off the printer's power, plug in the power cord securely, and try turning on the printer's power again.
	Check that the power switch is in the On (I) position.	Set the power switch to the On (I) position.
The printer prints a status page, but does not print jobs from the computer.	Check the printer cable or the interface cable.	Connect both ends of the printer cable securely. Try replacing the printer cable or the interface cable.
	Check program files and application software.	Try printing another file or using another print command. If the problem occurs only with a specific file or application, check the printer driver settings for that application.

Tips

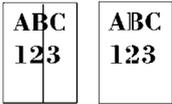
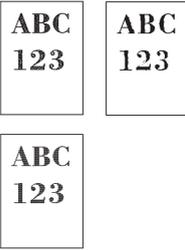
Printer problems may be solved easily by following the tips below. When you have encountered a problem that following the above guidelines will not solve, try the following:

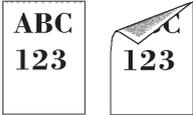
- Turn the printer power off and wait for several seconds. Then, turn on the printer..
- Reboot the computer which sends the print jobs to the printer.
- Make sure that the procedures for printing are correctly followed in the application software. Consult the documentation supplied with the application software.
- If the printer prints garbage characters or stalls when the computer is turned on, particularly when the printer is connected to the computer under Windows 98 via the parallel port, rename device driver file drvwppt.vxd. This file may be located in Windows\System\Iosubsys or Arcada\System folder. For technical details, visit Microsoft web site for the device driver.

Print Quality Problems

The tables and diagrams in the following sections define print quality problems and the corrective action you can conduct to solve the problems. Some solutions may require cleaning or replacing parts of the printer.

If the suggested corrective action will not solve the problem, call for service.

- PRINTED RESULTS	- CORRECTIVE ACTION
<p>Completely blank printout</p> 	<p>Check the toner container.</p> <p>Open the top cover and check that the toner container is correctly installed in the printer. For more information on installing the toner container, refer to <i>Toner Container Replacement p. 6-2</i>.</p> <hr/> <p>Check that the application software is correctly operated.</p>
<p>Black or white vertical streaks</p> 	<p>Check the operation panel for toner.</p> <p>If the Toner low message is displayed, install a new toner kit. To replace the toner container, refer to <i>Toner Container Replacement</i> on page <i>p. 6-2</i>.</p>
<p>Faint or blurred printing</p> 	<p>Check the EcoPrint setting.</p> <p>When this setting is On, switch it to off on the operation panel.</p> <hr/> <p>Make sure the paper type setting is correct the paper being used.</p> <hr/> <p>Check the operation panel.</p> <p>If the Toner low message is displayed, install a new toner kit. To replace toner, refer to <i>Toner Container Replacement p. 6-2</i>.</p>
<p>Grey background</p> 	<p>Check the operation panel.</p> <p>If the Toner low message is displayed and the Attention indicator is flashing, install a new toner kit. Refer to <i>Toner Container Replacement p. 6-2</i>.</p> <hr/> <p>Check the print density.</p> <p>Display the print density menu from the operation panel and select a lighter density setting.</p>

- PRINTED RESULTS	- CORRECTIVE ACTION
Dirt on the top edge or back of the paper 	Clean the parts in the paper paths—such as the paper cassette, etc.
Printing incomplete or out of position 	Check that the application software is correctly operated. Refer to <i>Tips p. 6-18</i> .

Error Messages

The following table lists errors and maintenance messages that you can be dealt with by yourself. If **Call service** appears, turn off the printer, disconnect the power cord, and contact your service technician.

Some errors cause the alarm to sound. To stop the alarm, press [Cancel].

Message	Corrective Action
Add paper MPTray	The paper has run out in the paper source displayed. Supply paper according to the paper source displayed (paper cassettes, MP tray, optional paper feeders, or optional envelope feeder [FS-3900DN/FS-4000DN only]). This message is displayed alternately with messages indicating the printer status, such as, Ready, Please wait, Processing, Waiting, and FormFeed Time Out.
Call service F###	F### represents a controller error (#=0, 1, 2, ...). Call for service. The printer does not operate when this message is displayed.
Call service #####:0123456	##### represents a mechanical error (#=0, 1, 2, ...). Call for service. The printer does not operate when this message is displayed. The total number of pages printed is also indicated, e.g. 0123456.
Cassette # not loaded	The corresponding paper cassette is not installed. Install the cassette. The cassette number can be 1 (topmost) to 4 (bottom) [FS-2000D: 1 and 2].

Message	Corrective Action
Check waste toner box	This message warns following two cases. Install the new waste toner box. The waste toner box is not installed. The waste toner box is full.
Clean printer Press GO	Please clean the inside of the printer. Refer to <i>Cleaning the Printer</i> , p. 6-8. This message will be displayed when replacing the toner container after the message <code>Replace toner</code> is displayed. After cleaning the inside of the printer, press [GO] and the printer will be ready for printing.
Close left cover	The left cover of the printer is open. Close the left cover.
Close rear unit	The rear unit of the printer is open. Close the printer rear unit.
Close top cover	The top cover of the printer is open. Close the printer top cover.
Duplex disabled Press GO	You attempted to print with a paper size and paper type that cannot be used for duplex printing. Press [GO] to print onto one-side of the paper only.
e-MPS not stored Press GO	The e-MPS job cannot be stored because RAM disk is disabled, RAM disk size is insufficient, Microdrive is not installed, or Microdrive is full. Press [GO] to print error report.
Error.Power off F###	Turn the power switch off and then back on again. If this message still remains, turn the power switch off, and contact your service representative or authorized service center.
File not found Press GO	You have attempted to print a job that is not contained in the specified virtual mailbox, or the specified virtual mailbox is not found. If Auto Error Clear is set to On, printing will be automatically resumed after a preset period of time.
Format error Hard disk	The Microdrive installed in the printer is not formatted, and therefore cannot be read or written.
Format error Memory card	The CompactFlash card inserted in the printer is not formatted, and therefore cannot be read or written.

Message	Corrective Action
<p>Hard disk err ## Press GO</p>	<p>A Microdrive error has occurred. Look at the error code given in place of ## and refer to Storage Error Codes p. 6-25. To ignore the Microdrive error, press [GO].</p>
<p>I/F occupied</p>	<p>This message is displayed when you attempt to use the printer's operation panel to change the environmental settings on the interface from which data are presently being received.</p>
<p>ID error</p>	<p>The user ID entered for a private job, or a stored job is not correct. Check the user ID that you specified on the printer driver.</p>
<p>Install MK</p>	<p>Replace Maintenance Kit which is displayed on the message display. Replacement of the maintenance kit is necessary at every 300,000 pages of printing and requires professional servicing. Contact your service technician.</p>
<p>KPDL error ## Press GO</p>	<p>Current print processing cannot continue because of occurrence of KPDL error which is categorized by ##. To print out an error report, display > Print KPDL err(s) from the menu system, and select On. Press [GO] to resume printing. You can abandon printing by pressing [Cancel].</p> <p>If Auto Error Clear is set to On, printing will be automatically resumed after a preset period of time.</p>
<p>Load Cassette # (A4)/(PLAIN)</p>	<p>The paper cassette matching the paper size and paper type of the print job is empty. Load paper into the paper cassette as displayed in place of #. Press [GO] to resume printing.</p> <p>If you want to print from a different paper source, press ? or @ to display Use alternative and you can change the source for paper feeding. After selecting a paper source and pressing [Menu], Paper Handling > appears. By pressing the ?, the paper type settings menu appears. After setting the correct paper type, press [OK] and printing starts.</p>
<p>Load MP Tray (A4)/(PLAIN)</p>	<p>There is no paper cassette installed in the printer that matches the paper size and paper type of the print job. Set paper in the MP tray. Press [GO] to resume printing. (Note that feeding the paper having a paper size which does not match the current paper size from the MP tray can cause paper jam.)</p> <p>If you want to print from a different paper source, press ? or @ to display Use alternative and you can change the source for paper feeding. After selecting a paper source and pressing [Menu], Paper Handling > appears. By pressing the B, the paper type settings menu appears. After setting the correct paper type, press [OK] and printing starts.</p>

Message	Corrective Action
Memory overflow Press GO	The total amount of data received by the printer exceeds the printer's internal memory. Try adding more memory. Press [GO] to resume printing. You can abandon printing by pressing [Cancel] . If Auto Error Clear is set to On, printing will be automatically resumed after a preset period of time.
MemoryCard err## Press GO	A CompactFlash card error has occurred. Look at the error code given in place of ## and refer to <i>Storage Error Codes</i> p. 6-25. To ignore the CompactFlash card error, press [GO] .
MemoryCard err20	The CompactFlash card is accidentally removed from the printer's slot during reading. Turn the power switch off and then back on again.
Missing developer unit	The developer unit is either not installed or incorrectly inserted. Insert the developer unit securely.
No multi copies Press GO	Multi copies cannot be printed because RAM disk is disabled or the Microdrive is not installed. There is no available RAM disk or Microdrive space. Delete unnecessary files. Press [GO] to print error report.
Paper jam #####	A paper jam has occurred. The location of the paper jam is indicated in place of the #'s. For details, refer to <i>Clearing Paper Jams</i> p. 6-26.
Paper path error	There is no paper cassette in the feeder, or the cassette is not inserted properly. After reinserting the paper cassette, you should be able to print. When two or more optional feeders are installed and the lowest one is selected, the same message will appear if any of the upper paper feeder and the printer cassette is improperly installed.
Print overrun Press GO	The print job transferred to the printer was too complex to print on a page. Press [GO] to resume printing. (A page break may be automatically inserted in some places.) You can abandon printing by pressing [Cancel] . If Auto Error Clear is set to On, printing will be automatically resumed after a preset period of time.
RAM disk error## Press GO	A RAM disk error has occurred. Look at the error code given in place of ## and refer to <i>Storage Error Codes</i> p. 6-25. To ignore the RAM disk error, press [GO] .
Replace toner Clean printer	Toner has run out in the toner container. Replace the toner container using a new toner kit. The printer does not operate when this message is displayed.

Message	Corrective Action
Set paper Press GO	The MP tray is out of paper. Load paper and press [GO] . (Note that feeding the paper having a paper size which does not match the current paper size from the MP tray can cause paper jam.)
Toner low	Toner is running low. Replace the toner container using a new toner kit.
Top tray paper full	The top tray has become full. You must remove all printed pages from the top tray. When the printer detects that the top tray is empty again, the printer will continue printing into the top tray.
Unknown Toner Installed	The toner container is not original. Only genuine Sagem toner cartridges must be used.
USB memory err## Press GO	An USB flash memory error has occurred. Look at the error code given in place of ## and refer to <i>Storage Error Codes</i> p. 6-25. To ignore the USB memory error, press [GO] .
USB mem. removed Press GO	The USB flash memory is accidentally removed from the printer. To ignore the USB memory error, press [GO] . The message display returns to Ready.
Virtual mailbox full	The storage area in the Microdrive for the virtual mailboxes is full. Print out accumulated jobs in the virtual mailboxes.
Warning image adapt	Printing job cannot be done in current resolution because there is not enough internal memory. Try adding more memory or changing resolution.
Warning low memory	The printer's internal memory is running low due to too many numbers of fonts and macros downloaded. Try deleting unnecessary fonts and macros.

Storage Error Codes

Hard disk errors

- CODE	- MEANING
01	Hard disk formatting error. If this error persists after the printer has been switched off and then switched back on, format the hard disk again.
02	The disk system is not installed. Recheck the requirements for using the system and the devices.
04	Insufficient space on the hard disk. Delete unnecessary files, etc. in order to free up space.
05	The specified file does not exist on the hard disk.
06	No memory available on the hard disk. Increase the memory available.
10	Formatting is not possible because host data is being spooled on the hard disk. Wait until the disk is ready, then format it again.
85	VMB: Alias error. The alias setting was lost, or the virtual tray corresponding to the alias does not exist. Set the alias again.
97	The number of permanent code jobs that can be stored reached the limit value, and no more can be saved. Either delete some unnecessary jobs, etc., or increase the limit.
98	An unreadable page was found in a job (The job is damaged.).
99	The print job with the specified ID does not exist on the hard disk.

Memory card errors

- CODE	- MEANING
01	The printer does not support the memory card inserted.
02	The memory card is not installed.
04	The memory card is full and cannot hold any more data. Delete unnecessary files or use a new memory card.
05	The specified file is not on the memory card.
06	Insufficient printer memory to support the memory card. Expand the printer memory.

RAM Disk Errors (also called virtual disk)

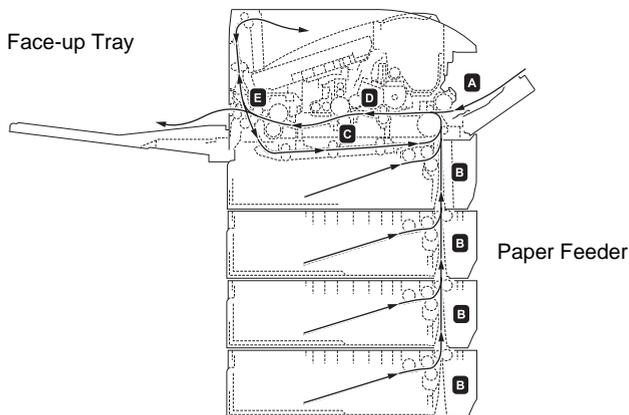
- CODE	- SIGNIFICATION
01	Format error. Try turning the power off and on again.
02	RAM disk mode is off. Turn RAM disk mode On from the operation panel.
04	No disk space. Purge unnecessary files.
05	Specified file is not on disk.
06	Insufficient printer memory to support the RAM disk system. Expand printer memory.

Clearing Paper Jams

If the paper jammed in the paper transport system, or no paper sheets were fed at all, the `Paper jam` message appears and the location of the paper jam (the component where the paper jam has occurred) is also indicated. The printer automatically goes off-line when this message is displayed. Remove jammed paper. After removing jammed paper, the printer will re-start printing.

Possible Paper Jam Locations

The figure below explains the printer's paper paths including the options. The locations where paper jams might occur are also shown here, with each location explained in the table below. Paper jams can occur in more than one component on the paper paths.



Paper jam message	Paper jam location	Description	Reference page
Paper jam MP Tray	A	Paper is jammed at the MP tray or optional envelope feeder or bulk paper feeder (if installed [FS-3900DN and FS-4000DN only]).	page 6-28
Paper jam EF			page 6-32
Paper jam Bulk Feeder			page 6-32
Paper jam Cassette 1 (to 4)	B	Paper is jammed at the paper cassette. The cassette number can be 1 (topmost) to 4 (bottom) [FS-2000D: 1 and 2].	page 6-28
Paper jam Duplexer	C	Paper is jammed inside the duplex section.	page 6-29
Paper jam Printer	D	Paper is jammed inside the printer.	page 6-30

Paper jam message	Paper jam location	Description	Reference page
Paper jam Rear Unit	E	Paper is jammed inside the rear unit.	page 6-31

General considerations for clearing jams

Bear in mind the following considerations when attempting jam removal:

- If paper jams occur frequently, try using a different type of paper, replace the paper with paper from another ream, flip the paper stack over, or rotate the paper stack 180 degrees. The printer may have problems if paper jams recur after the paper was replaced.
- Whether or not the jammed pages are reproduced normally after printing is resumed depends on the location of the paper jam.

Caution - When pulling the paper, pull it gently so as not to tear it. Torn pieces of paper are difficult to remove and may be easily overlooked, deterring the jam recovery.

Utilizing Online Help Messages

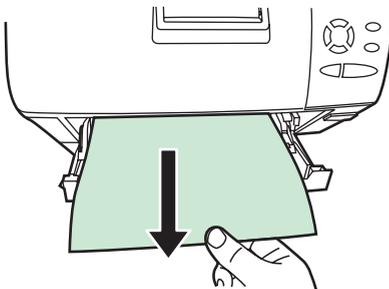
Online help messages are available in the printer's message display to provide simple instructions for clearing jams.

Press (?) when the paper jam message has appeared. Then a help message will appear to facilitate jam clearing in the location.

MP Tray

Paper is jammed at the MP tray. Remove the jammed paper using the procedure given below.

- ☞ Remove the paper jammed at the MP tray.

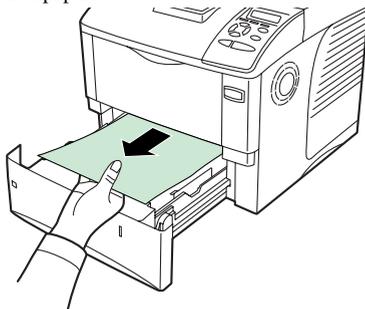


- ☞ Open and close the top cover to clear the error.

Paper Cassette

- ☞ Pull out the paper cassette.

- ✎ Remove any partially fed paper.

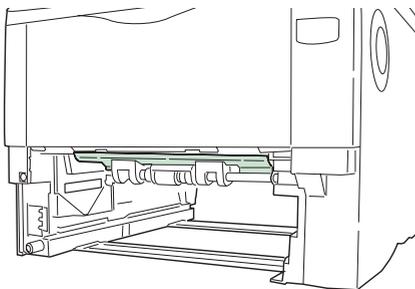


- ✎ Check to see if paper is loaded correctly. If not, reload the paper.
- ✎ Push the paper cassette back in firmly. The printer warms up and resumes printing.

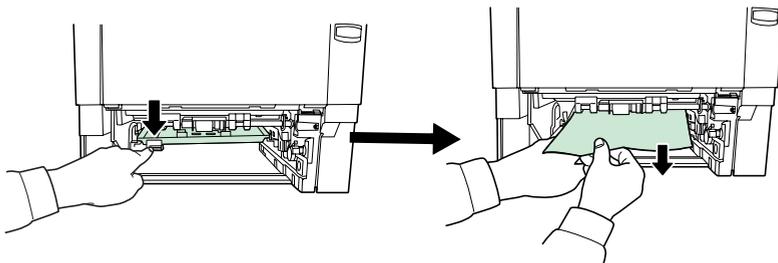
Duplexer

Paper is jammed in the duplexer section. Remove the jammed paper using the procedure given below.

Caution - Do not touch parts in this area, because it may result in burn injury.



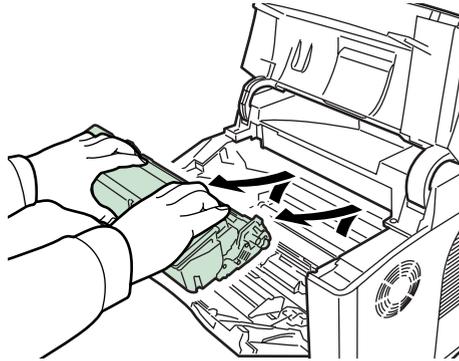
- ✎ Pull the paper cassette all the way out of the printer.
- ✎ Open the duplexer's cover and remove any jammed paper.



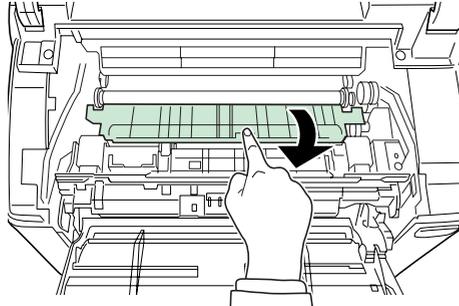
- ✎ Insert the paper cassette into the slot in the printer. The printer warms up and resumes printing.

The Inside of Printer

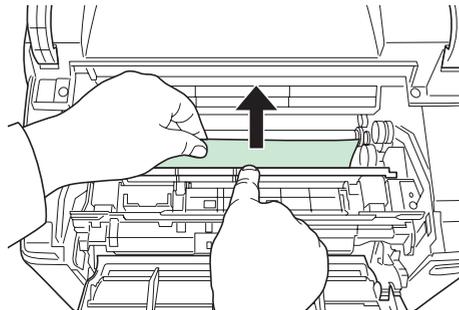
- ✎ Open the top cover and MP tray.
- ✎ Lift the developer unit together with the toner container out of the printer.



- ✎ Open the feed cover.

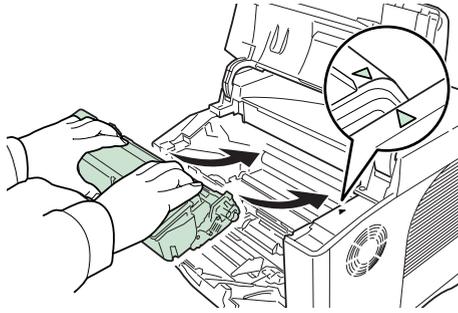


- ✎ Remove the paper from the printer.



Note : If the jammed paper appears to be pinched by rollers, pull it along the normal running direction of the paper

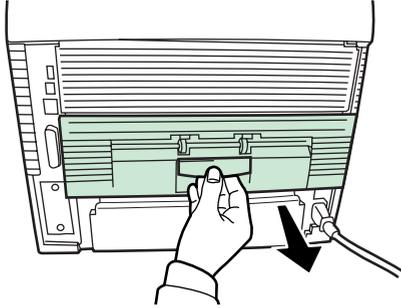
- ✎ Insert the developer unit together with the toner container, back into the machine.



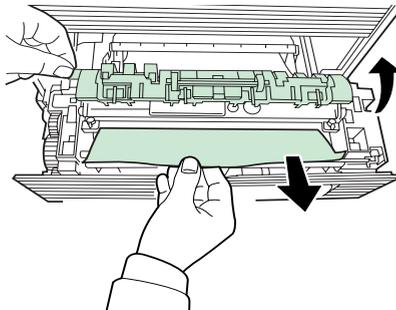
- ✎ Close the top cover and MP tray. The printer warms up and resumes printing.

Rear Unit

- ✎ If paper is not completely ejected into the output tray, open the rear unit.



- ✎ Open the fuser cover and remove the jammed paper by pulling it out.
If you cannot find a paper jam, try checking inside the rear of the printer.



Caution - The fuser unit inside the printer is hot. Do not touch it with your hands as it may result in burn injury.

- ✎ Close the rear unit. The printer warms up and resumes printing.out.

Paper Feeder

Paper is jammed at optional paper cassette 2 (to 4). Refer to the Installation Guide for the optional paper feeder and remove the jammed paper.

Envelope Feeder

Paper is jammed at the optional envelope feeder. Remove the jammed paper using the same procedure as for a jam at the MP Tray. Then, open and close the paper transfer unit. For details, refer to the User's Manual for the envelope feeder.

Bulk Paper Feeder

Paper is jammed at the optional bulk paper feeder. Detach the bulk paper feeder from the printer by sliding with the rail away from the printer, holding the bulk paper feeder by both hands. If paper is partially fed out from the feeder's output slot, pull the paper out by hand.

STORAGE

If you plan not to use the printer during a long period, remove the power lead from the wall socket. We recommend that you consult your dealer about any precautions to be taken in order to avoid any damage when using the printer again.

PACKING AND TRANSPORTING THE UNIT

When you wish to transport the unit, always use the original packaging materials. If you do not pack the equipment correctly, you may void the warranty.

Scanner unit

- ☞ Set the machine's main switch to OFF.
- ☞ Disconnect the power lead from the wall socket, then disconnect all the cables connected to the machine.
- ☞ Remove all the receptacles from the machine, the printer, the additional paper trays are all to be packed separately in their respective packaging.
- ☞ Put the receptacles in their original plastic packaging and cardboard boxes, put the machine's original plastic packaging back on and put it in its original box together with the components (receptacles, documentation, etc..).

Put all the documentation (manual and printed documents) in the box and close it with adhesive tape.

Printer unit

- ☞ Make sure your terminal is properly switched off (switch set to 0). Disconnect the equipment from the network and the mains socket.
- ☞ Pack the printer in the following way:
 - Remove the toner cartridge and the waste toner box from the printer. Put the toner cartridge in the plastic bag provided to avoid spilling any toner. Close the waste toner box properly.
 - Put the printer in the box.
 - Put the protective packing piece in position, then place the toner cartridge and the waste toner box in the box.
- ☞ Pack the other components in their original box with all the original protective packing pieces.
- ☞ Put all the documentation (printed documents and CD ROM (depending on model)) in the boxes.
- ☞ Properly close the boxes with adhesive tape.

CHARACTERISTICS

Type of equipment: fast professional terminal, for use with all group 3 equipment according to the UIT-T recommendations.

Dimensions (excluding options):	Width : 457 mm Depth : 560 mm Height : 698 mm (excluding collector and 500 -sheet tray)
Weight:	25 kg
Power supply :	220-240 V - 50/60 Hz - 4.7A
Power consumption (maximum values) :	- standby mode : 20 W - wait mode : less than 80 W - in operation : 700 W when copying (1000 W peak)
Admissible ambient temperature :	- in operation : + 10 °C to 32.5 °C (50 to 90 °F) with a maximum temperature difference of 10 °C per hour. - storage : 0 °C to 40 °C (32 to 104 °F) with a maximum temperature difference of 10 °C per hour.
Admissible relative humidity:	In operation or storage : 20 % to 80 % RH (without condensation) with a maximum difference of 20 % per hour

Scanner / communication	
Original document format:	A4 format Legal 60 to 90 g/m ² paper
Document feeder :	Max. capacity : normal capacity 50 pages (80g/m ²)
Collector format (format A4) and Legal :	Width : 210 / 216 mm Length : 297 / 355 mm
Scanned image resolution :	Scanner : 600 dpi
Reading system :	CIS opto-electronic reading
Communication speed :	In group 3 : 33600/14400/12000/9600/7200/4800/2400 bps

The effective transmission time for an A4 page varies from a few seconds to about one minute (depending on the line quality, modem speed, the amount of data in the original and the resolution)^(*).

(*) Does not take into account the exchange initialisation procedure

Internet : general characteristics	TCP/IP/PPP Protocols SMTP/POP3/MIME protocols for electronic mail V90 modem (up to 56 kbps/s)
SDRAM memory	64 MB
Processor	ARM 9 to 92 MHz
Connectivity	USB Ethernet 10/100 Base Tx
File format:	<ul style="list-style-type: none"> - Image: TIFF-F for black and white documents and JPEG for colour documents - PDF and secure PDF: monochrome and colour
Specifications may be altered without prior notice in order to make improvements.	

Printing

Printing speed	35 pages/minute (A4) when printing multiple copies of the same page (B&W).
Resolution	600 dpi
First impression	Approx. 11 seconds or less (A4), depending on input data
Warm-up time	Approx. 15 seconds or less (from standby mode) Approx. 15 seconds or less (from switching on) at 23 °C, 230 V
Memory	64 MB, can be expanded to 512 MB
Processor	PowerPC 750 CXr (400 MHz)
Connectivity	USB: High-Speed 2.0, Ethernet 10/100 Base Tx
Paper	Ordinary paper (60 to 90 g/m ²) / thick paper (90 to 120 g/m ²)

Paper trays	Cassette: - A5 to A4/Legal 148 to 216 mm × 210 to 315 mm. - Capacity 500 sheets (80 g/m ²) Multipurpose tray: - 70 to 216 mm × 148 to 297 mm - Capacity 100 sheets (80 g/m ²)
Output tray capacities	Upper tray — 500 sheets (80 g/m ²)
Emulation	- PCL [®] 6 (B&W) - KPDL / SG Script (PostScript [®] level 2 language emulation and PostScript [®] level 3 language emulation with configuration file) (B&W)

Specifications may be altered without prior notice in order to make improvements.

Recommended maximum monthly volume: 6 000 pages (5 years) with overhaul every 300 000 pages.

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This product was developed using the Tornado™ real-time operating system and utilities from Wind River Systems.

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7 SAFETY

SAFETY



SAFETY WARNING

Before powering on your unit, make sure the mains outlet it is connected to meets the requirements printed on the warning label on your unit, or on the separate power supply (depending on the model). **This unit must not be installed on the floor.**

If your unit works with a battery, replace it only with the same type of battery or an equivalent type recommended by the manufacturer.

Warning: incorrect replacement of the battery may cause an explosion.

The disposable and rechargeable batteries, the packing material and the electrical and electronic equipment (EEE) must be disposed of in conformity with the instructions in the **Environment** chapter of the User Manual.

Depending on the model, the unit's mains plug may be the only way to disconnect the unit from the power network. Therefore you must respect the following:

- Your unit must be connected to a mains outlet located nearby.
- The mains outlet must remain easily accessible.

Your unit is supplied with a mains lead fitted with an earthed plug.

An earthed mains plug must be connected to a wall socket with an earth connected to the building's protective earthing system.

Warning: disposing of toner cartridges

- Do not incinerate the toner or toner cartridges. The sparks could cause burns.
- Never open the cartridge or throw away the toner bin.
- Do not inhale the toner, do not rub your eyes or touch your mouth if your hands have any toner on them. Make sure that the toner does not come into contact with your skin.
- To dispose of used toner cartridges or bins, consult your dealer; or dispose of the toner and toner cartridges in places designated by national or local authorities.
- Keep toner cartridges and bins away from children.



Repairs-maintenance: Have any repair and maintenance work carried out by a qualified technician. Contains no user-reparable parts. To avoid any danger of electrocution, you should not attempt to carry out these operations yourself because opening or removing the covers exposes you to danger in two ways:

- Laser beam interception by human eye can produce irremediable injuries.
- Human contact with parts electrically powered can produce a very dangerous electric shock.

ENVIRONMENT

Preservation of the environment is an essential concern for the manufacturer. The desire of the manufacturer is to operate installations that respect the environment and hence it has decided to integrate environmental performance in the complete life cycle of its products, from the manufacturing phase to the commissioning, use and elimination.

PACKAGING



The presence of the logo (green dot) means that a contribution is paid to an approved national organisation, to improve packaging recovery and recycling infrastructures.

To facilitate recycling, please respect the sorting rules set up locally for this type of waste

BATTERIES

If your product contains disposable or rechargeable batteries, these must be disposed of at the appropriate collecting points.

THE PRODUCT



The crossed-out waste bin marking stuck on the product or on its accessories means that they belong to the family of electrical and electronic equipment.

In this respect, the European regulations ask you to dispose of it selectively:

- At sales points in the event of the purchase of similar equipment.
- At the collection points made available to you locally (drop-off centre, selective collection, etc.).

In this way, you participate in the re-use and re-valorisation of Electrical and Electronic Equipment Waste which can have potential effects on the environment and human health.

CONSUMABLE CHARACTERISTICS

Toner cartridge:

The standard toner cartridges can produce up to 15 000 pages (when printing on A4 paper with a black-to-white ratio of 5 % maximum).

The toner cartridges initially supplied with the printer can produce up to 7 500 pages (when printing on A4 paper with a black-to-white ratio of 5% maximum).

The service life of the toner cartridge mainly depends on the type of printed document and the average number of pages per print operation.

The declaration of compliance can be consulted on the site www.sagem.com category "**support**", or can be requested at the following address:

SAGEM Communication - Customer relations department
4 rue du Petit Albi - 95800 Cergy Saint-Christophe - **FRANCE**

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